



## VACANCIES

### ADMINISTRATIVE STAFF – PERMENANT CATEGORY

#### RATMALANA PREMISES AND SOUTHERN CAMPUS - SOORIYAWEWA

- Post of Assistant Registrar

#### SOUTHERN CAMPUS - SOORIYAWEWA

- Post of Assistant Bursar

### CLERICAL & ALLIED GRADES – ON CONTRACT BASIS

#### RATMALANA PREMISES

- Post of Management Assistant Gr. III (One Year Contract Basis)

### QUALIFICATIONS, ELIGIBILITY & RECRUITMENT PROCEDURE

#### ADMINISTRATIVE STAFF – PERMENANT CATEGORY

- Post of Assistant Registrar

##### External Applicants

- (a) Should possess a Bachelor's Degree with First or Second class from a recognized University/ Higher Educational Institute.

OR

- (b) Should possess a Bachelor's Degree with a Postgraduate Degree / Postgraduate Diploma in Administration/ Management\*\* from a recognized University/ Higher Educational Institute.

Age : Should not be less than twenty two (22) years and not more than thirty (30) years.

##### Internal Applicants

- (a) An employee who possess a Bachelor's Degree from a recognized University/ Higher Educational Institute and is confirmed in the present post at the KDU.

OR

- (b) A holder of a post categorized under U-MN-1(II) / U-MT1(II) or above of the KDU and confirmed in that post.

Age : Should not be more than fifty three (53) years.

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- Public/Business Administration
- Management
- Public Policies
- Human Resource Management
- Economics
- Law
- Financial Management

- Project Planning and Management
  - Information Technology or
  - Any other discipline with a significant component of Management/Administration
- Post of Assistant Bursar

External Applicants

1. Pass in the final II examination of the Institute of Chartered Accountants of Sri Lanka or its equivalent.

OR

2. (a) (i) Should possess a Bachelor's Degree specialized in Accounting from a recognized University/ Higher Educational Institute.

OR

(ii) Should possess a Bachelor's Degree from a recognized University/ Higher Educational Institute with a pass in the Intermediate level Examination of the Institute of Chartered Accountants of Sri Lanka or its equivalent.

OR

(iii) Should possess a Higher National Diploma in Accountancy (HNDA) of Sri Lanka Institute of Advanced Technological Education (SLIATE) or its predecessor.

AND

(b) Two (02) years of experience in Accounting/Auditing in a Government/ State corporation or reputed private sector organization.

Age : Should not be less than twenty two (22) years and not more than thirty (30) years.

Internal Applicants

1. (a) An employee who possess a Bachelor's Degree with Accounting as a subject from a recognized University/ Higher Educational Institute and is confirmed in the present post of the KDU.

OR

(b) A holder of a post categorized under U-MN-1(II) / U-MT 1(II) or above at KDU and confirmed in that post.

AND

2. At least two (02) years of working experience in the Finance/ Auditing Departments/ Division.

Age : Should not be more than fifty three (53) years.

**Restrictions of Eligibility :**

- (a) No candidate shall be permitted to sit the written examination conducted in terms of the recruitment procedure, either under external category or internal category more than two (02) attempts.
- (b) If any internal candidate is eligible under the both categories of internal and external, he/she shall be permitted four (04) attempts to sit the written examination on the basis of two (02) attempts under internal category and two (02) attempts under external category.
- (c) Any person who is ordained in any religious order shall not be allowed to sit the written examination for recruitment.

## **Recruitment Procedure :**

All applicants under each category are required to pass a written examination covering the relevant subject areas applicable to the respective category as follows;

- Post of Assistant Registrar

### External Category

- 1) IQ and Reasoning
- 2) Management Competencies
- 3) English Language (Common to both categories)

### Internal Category

- 1) Legislation pertaining to university system
- 2) General Administration & Financial Procedures
- 3) English Language (Common to both categories)

\*Papers will be in English Language.

- Post of Assistant Bursar

### External Category

- 1) IQ and Reasoning
- 2) Accounting & Finance
- 3) English Language (Common to both categories)

### Internal Category

- 1) Legislation pertaining to university system
- 2) Accounting & Financial Administration Procedures
- 3) English Language (Common to both categories)

\*Papers will be in English Language.

## **CLERICAL & ALLIED GRADES – ON CONTRACT BASIS**

- Post of Management Assistant Gr. III (One Year Contract Basis)

1. Should have passed the G.C.E. (O/L) Examination in six (06) subjects at one sitting with credit passes in :-
  - (i) Sinhala Language/ Tamil Language
  - (ii) English Language/ English Literature
  - (iii) Mathematics

AND

2. Should have passed in all subjects at G.C.E. (A/L) Examination (except the Common General Paper) at one sitting. (Passing in 3 subjects under the old syllabus at one sitting would be sufficient for this purpose.)
3. Preference will be given to those who possess the following;
  - (a) An acceptable qualification in computer applications of not less than six (06) months duration obtained from a recognized institute.

AND

- (b) Two years of experience in the use of computer application packages.

**NOTE :- Eligibility**

- (a) Should be a citizen of Sri Lanka.
- (b) Should be not less than 18 years and not more than 30 years of age on the closing date of applications.
- (c) Should be of good character.

**Recruitment Procedure :**

By Written Examination of following Subjects :

- Knowledge in Sinhala/Tamil & English Language
- Intelligent quotient and General Knowledge
- Computer Literacy

\*Papers will be in English Language.

**SALARY SCALES**

1. Post of Assistant Registrar and Assistant Bursar :-  
U-EX I (II) Rs. 50,625 – 3x1,125 – 54,000 (EB) 55,335; 12x1,335 - 71,355 p.m. + (45% MCA + Other Approved Allowances)
2. Post of Management Assistant Gr. III (One Year Contract Basis) :-  
Rs. 30,725 p.m. + (Rs. 7,800 Cost of Living + Rs. 5,000 Monthly Allowance)

**METHOD OF RECRUITMENT**

Selection will be done by an aptitude test and structured interview.

**OTHER BENEFITS****Permanent Category:**

EPF, ETF, Gratuity, Free Health & Life Insurance, Annual Incentives, Scholarships for children of employees, priority basis treatments at University Hospital – KDU, Welfare Transport and other privileges.

**On Contract Category:**

EPF, ETF, Annual Incentives, priority basis treatments at University Hospital – KDU, Welfare Transport.

**General Conditions – All Staff**

1. Should be a citizen of Sri Lanka.
2. Selections will be done by the Board of Management of General Sir John Kotelawala Defence University only within the approved number of vacancies for each post/grade.
3. The applicant should send the application downloaded from the website ([www.kdu.ac.lk](http://www.kdu.ac.lk)) with certified copies of relevant certificates by registered post to reach The Registrar, General Sir John Kotelawala Defence University, Ratmalana or hand deliver to the University on or before **25/10/2022**.
4. Applied post should be written on the top left-hand corner of the envelope.
5. Candidates should submit separate applications for each post applied for.
6. Applications from employees in the Govt. Depts./ Corporations, Statutory Boards, UGC and Higher Educational Institutes should channel through their Head of Institutions.
7. Applicants are strictly advised to apply in the format which can be downloaded from the KDU website. Late, incomplete or applications which do not comply with the prescribed format and those do not follow instruction no. 06 above will be rejected.
8. Selected candidates should be able to serve and perform duties of the post in any premises of KDU.

9. Only the applicants who meet the required qualifications will be summoned for the interviews/ Practical Test and/or Aptitude Test.
10. Selections will be done in accordance with the recruitment and promotion procedures approved in relation to each post by the University Grants Commission and based on the results of Practical Test/ Aptitude Test and/or Interview.
11. The University reserves the right to short list candidates for the Aptitude Test / Practical Test and or Interview.
12. Salaries are according to the latest UGC circulars for permanent category. In addition to salary, other allowances approved by UGC will be paid.
13. Salaries are according to the DMS letter dated 03.12.2018 and letter no. DMS/1823/Vol-III for "on contract" category.

**General Conditions – Administrative Staff**

1. Candidates are instructed to refer KDU web site for qualifications and UGC Commission Circular No. 15/2017 dated 28.06.2017 and relevant amendments regarding qualifications.

**General Conditions – Clerical & Allied Grades**

1. Candidates are instructed to refer KDU web site for qualifications and UGC Commission Circular No. 06/2018 dated 16.07.2018 and relevant amendments regarding qualifications.

**For further details please contact:**

Ms. Kashmi Sandanayake

Deputy Registrar (Establishments)

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