



We're Looking For

ASSISTANT REGISTRAR

EXAMINATION DIVISION

Job Description

Responsible for coordinating and administering examinations, including examination papers, answer scripts and related documents; managing invigilators; ensuring compliance with examination regulations; supervising examinations; and performing other duties assigned by the Registrar and Directors.

Qualifications

Bachelor Degree in Management / Art / Science field from a university recognized by the U.G.C.

With minimum of four years post qualifying administrative experience in the relevant field in a Government Department / Government Institution / University or in a reputed educational Institute.

Every applicant,

- Should be a citizen of Sri Lanka.
- Should be physically and mentally fit to discharge the duties of the post well and to serve in any part of the Island.
- Should be of excellent moral character.

Age

Should be not less than 21 years and not more than 45 years.

Suitably qualified candidates are invited to Apply through scanning the following **QR Code** on or before **22nd October 2026**.

