NOTICE

Centre for Distance and Continuing Education (CDCE)
Rajarata University of Sri Lanka

POST OF COORDINATOR/EXAMINATION
(Part-time Position)

As per the provisions available in the University Grants Commission (UGC) Circular No. 932 dated 15.10.2010, the Centre for Distance and Continuing Education (CDCE) invites applications from **Senior Academic Staff Members (Senior Lecturer Gr. II and above)** who have experience in examinations and academic administration for the above post. The Coordinator/Examination will play a key role in planning, organizing, and overseeing examinations for Degree, Diploma, and Certificate programs conducted through the CDCE.

Position Terms:

- The Coordinator/Examination should serve the CDCE for a minimum period of **15 hours per week**.
- This position carries an **allowance of Rs. 20%** of the individual's basic salary.
- The appointment is for a period of **three (03) years**.
- The duties and responsibilities of the Coordinator/Examination are detailed in **Annex I**

Application Submission:

Interested candidates for the above position should submit the following documents to the **Vice-Chancellor:**

- A **self-made application** addressing the relevant position.
- An **updated CV** that includes academic and professional qualifications as well as relevant experience.
- A **one-page statement** outlining how you would contribute to the success and development of the CDCE.

Applications should be submitted on or before 16.11.2026

Prof. P.M.B. Jayathilake
Vice Chancellor
26.10.2026

Prof. P.M.B. Jayathilake
Vice-Chancellor
Rajarata University of Sri Lanka
Mihintale

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Annex I

Duties, Functions and Responsibilities of Coordinator/ Examination

Centre for Distance and Continuing Education (CDCE)

Title of the Post	:	Coordinator/Examination
Division	:	Examination/ CDCE
Job Summary	:	All examination work relating to the Centre for Distance and Continuing Education (CDCE)
Responsible to	:	Director/ CDCE

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Duties, Functions and Responsibilities

: The Division of Examination is responsible for conducting examinations for Certificate, Diploma and Degree level courses. The responsibilities of the examination division include;

- Announcing examinations
- Setting examination timetables in collaboration with course Coordinator/ Faculties
- Issuing and receiving of examination applications
- Processing and issuing of admissions
- Appointing of examiners in consultation/ recommendation of the Coordinators/ Board of studies/ Faculty Boards
- Coordination of setting and Scrutinizing of examination papers
- Conducting Examinations
- Provision of examination material/stationery
- Coordination of making answer scripts
- Arranging Results Boards in consultation with the Board of Studies/ Faculty Boards
- Verification of examination results
- Releasing results and maintaining all documents related to exam

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