



# VACANCIES

## ADMINISTRATIVE STAFF – PERMENANT CATEGORY

### RATMALANA PREMISES

1. Post of Assistant Registrar
2. Post of Assistant Registrar (Legal & Documentation)

### SOUTHERN CAMPUS - SOORIYAWEWA

3. Post of Assistant Bursar

#### SALARY SCALES

- **Post of Assistant Registrar, Assistant Bursar and Assistant Registrar (Legal & Documentation) :-**  
U-EX I (II) Rs. 50,625 - 3x1,125 - 54,000 (EB) 55,335; 12x1,335 - 71,355 p.m. + (Rs. 17,800 Cost of Living + Rs. 5,000 Monthly Allowance + 45% MCA + 20% Additional Allowance)

#### METHOD OF RECRUITMENT

Selection will be done by a structured interview based on the results of an aptitude test.

#### OTHER BENEFITS

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.

#### GENERAL CONDITIONS

1. Should be a citizen of Sri Lanka.
  2. Appointments 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.
  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 **23/09/2024**.
  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. 6 above will be rejected.
  8. Candidates shall complete all required qualifications as at the closing date of the application.
  9. Only the applicants who meet the required qualifications will be summoned for the interviews.
  10. Selected candidates should be able to serve and perform duties of the post in any premises of KDU.
  11. Selections will be done in accordance with the recruitment procedure approved in relation to each post by the University Grants Commission and based on the results of the interview followed by the aptitude test.
  12. The University reserves the right to short list candidates for the Aptitude Test and Interview.
  13. Salaries are in accordance with the latest UGC Circulars. In addition to salary, other allowances approved by UGC will also be paid.
  14. These posts are permanent. The appointment will be probation for a period of three (03) years.
  15. Candidates are instructed to refer KDU web site for qualifications and UGC Commission Circulars and relevant amendments for special notes regarding qualifications which are mentioned below.
- Post of Assistant Registrar
  - Post of Assistant Bursar
  - Post of Assistant Registrar (Legal & Documentation) - UGC Commission Cir. No. 948
- } - UGC Commission Cir. No. 15/2017

#### Application should be addressed to:

The Registrar,  
General Sir John Kotelawala Defence University,  
Ratmalana 10390,  
Sri Lanka.

Closing Date  
23.09.2024

Visit our Website for  
further details  
[www.kdu.ac.lk](http://www.kdu.ac.lk)