



**RAJARATA UNIVERSITY OF SRI LANKA**  
**MIHINTALE**  
**VACANCIES**

Rajarata University of Sri Lanka will entertain applications from suitably qualified persons for the following posts up to **25<sup>th</sup> November 2024**.

▪ **Post of Assistant Registrar (Contract Basis)**

Candidates who wish to apply for the post of Assistant Registrar (Contract Basis) should possess the following minimum qualifications.

(a) Should possess a Bachelor's Degree with First or Second Class from a recognized University/Higher Education 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.

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- Public/Business Administration
- Management
- Public policies
- Human Resources 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 (Contract Basis)**

Candidates who wish to apply for the post of Assistant Bursar (Contract Basis) should possess the following minimum qualifications.

1. Pass in the final II examination of the institute of Chartered Accountants of Sri Lanka of 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/ HEI with a pass in the Intermediate level Examination of the Institute of Chartered Accounts 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.

### **Common Facts :**

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

#### **Salary:-**

Basic Salary	Rs. 50,625.00
MCA 45%	Rs. 22,437.00
Cost of Living Allowance	Rs. 17,800.00
Allowance 02/2022	Rs. 5,000.00
<b>Total monthly salary (Fixed)</b>	<b>Rs. 95,862.00</b>

**Method of Recruitment:** by a structured interview.

#### **Special Note:**

**The applicants who wish to join on Secondment and Sabbatical Leave may also apply.**

#### **Benefits**

Appointees will become contributors to the Universities Provident Fund and to Employees Trust Fund.

#### **How to apply**

*The applicants of Public Service, Government Departments, and Corporations should submit their applications through the respective Heads of Institutions.*

*Certified Photocopies of the certificates of Educational/ Professional qualifications and Service Certificates if any should be sent along with the application.*

*All applications should be sent under registered cover to reach the Senior Assistant Registrar/ Non Academic Establishments, Rajarata University of Sri Lanka, Mihintale on or before 25<sup>th</sup> November 2024.*

**The post applied should be indicated on the top left-hand corner of the envelope. Applications received after the closing date, applications not in accordance with the format given in the University website and incomplete applications will be rejected.**

Rajarata University of Sri Lanka,  
Mihintale.  
23.10.2024