



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)

SALARY SCALES

01. 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)
02. 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

01. Should be a citizen of Sri Lanka.
02. 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.
03. The applicant should send the application downloaded from the website (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**.
04. Applied post should be written on the top left-hand corner of the envelope.
05. Candidates should submit separate applications for each post applied for.
06. Applications from employees in the Govt. Depts./ Corporations, Statutory Boards, UGC and Higher Educational Institutes should channel through their Head of Institutions.
07. 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.
08. Selected candidates should be able to serve and perform duties of the post in any premises of KDU.
09. 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

01. 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

01. 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.

Application should be addressed to :

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

Closing Date
25th October 2022

Visit our Website for
further details
www.kdu.ac.lk