



Management Assistant on Assignment Basis Faculty of Graduate Studies



webmaster CareerOpportunities 03 September 2025 Hits: 467

Calling application for the post of Management Assistant on Assignment Basis Faculty of Graduate Studies, University of Ruhuna

Applications are invited from suitably qualified individuals for the post of **Management Assistant** on assignment basis at the Faculty of Graduate Studies, University of Ruhuna.

Qualifications:

Applicants must meet **all** of the following requirements:

1. Passed all three subjects in a single sitting at the G.C.E. (A/L) examination.
2. Obtained Credit passes in **Mathematics** and English **Language/English Literature** at the G.C.E. (O/L) examination.
3. Successfully completed a course in computer application packages, with a minimum duration of **three months**.
4. Possess at least **six months of work experience** in any institution.
5. Be **30 years of age or below** at the time of application.

A fixed monthly salary of **Rs. 50,000.00** will be offered.

Application Procedure:

Applicants must submit the **duly completed specimen application form** and updated Curriculum Vitae (CV) along with certified copies of Educational certificates, Birth certificate and National Identity Card. The envelope should be clearly marked '**Post of Management Assistant**' on the top left-hand corner and must be addressed to:

Deputy Registrar
Faculty of Graduate Studies
University of Ruhuna
No. 115, Sri Dharmarama Mawatha
Fort, Matara

Applications must reach the above address **on or before 19.09.2025**. The specimen application form can be downloaded from following link: https://fgs.ruh.ac.lk/assests/common_apps/app.docx

Incomplete applications, those received after the closing date, or not submitted using the prescribed application form will be rejected.

Deputy Registrar
Faculty of Graduate Studies
University of Ruhuna
02.09.2025



Facebook



Twitter



G+



LinkedIn

