



Management Assistant on Assignment Basis Faculty of Graduate Studies



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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

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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