

# Post of Computer Application Assistant (On Assignment Basis)

## **Post of Computer Application Assistant (On Assignment Basis) Faculty of Graduate Studies, University of Ruhuna**

The Faculty of Graduate Studies of the University of Ruhuna is in need of recruiting suitable persons for the above post on assignment basis to work in the Faculty of Graduate Studies Fourt Matara. The required qualifications and experience, expected professional competencies are as follows:

### **1 Required Qualifications and Experience:**

- a. G.C.E.(A/L) Examination in 3 subjects at one sitting  
and
- b. Credit pass for English at G.C.E.(O/L)  
and
- c. Successful completion of a course relevant to computer application packages with minimum 03 months  
and
- d. Not more than 35 years old.

### **2 Required Professional Competencies:**

- a. Ability to maintain filing system for all activities.
- b. Ability to function effectively in a team environment, providing efficient and timely support.
- c. English typing skills with good speed.
- d. General literacy level in the areas of MS Word, MS Excel, MS Power Point, Email and Internet.

The appointment will be for a period of 06 months and a monthly allowance of Rs.35, 000.00 will be paid. It can be extended based on the performance during the first 06 months. Interested candidates are requested to apply on or before 30.08.2024.

Duly completed applications form should be submitted by email to [fgs@fgs.ruh.ac.lk](mailto:fgs@fgs.ruh.ac.lk) (<mailto:fgs@fgs.ruh.ac.lk>) addressing Deputy Registrar, Faculty of Graduate Studies, University of Ruhuna with certified copies of educational certificates, birth certificate, national identity card and updated CV on or before 30.08.2024. The specimen application form can be downloaded from <http://www.ruh.ac.lk/Misc/Vacancy/29042015/app.doc> (<https://www.ruh.ac.lk/Misc/Vacancy/29042015/app.doc>).

Applications received after the closing date, and incomplete application will be rejected.

Deputy Registrar, Faculty of Graduate Studies  
University of Ruhuna  
No 115, Sri Dharmarama Mawata  
Fort - Matara  
12.08.2024