

Online Application Submission

Before opening or filling the application:

- Keep the following information and documents ready
 - Degree certificate information – name, subjects, dates etc.
 - Post graduate and/or Board certification information
 - If your first degree a medical degree, you need to fill 2nd, 3rd and final year information separately so Class, Distinctions, Medals & Prizes, Remarks etc. of each year
 - School leaving information – name, address, start/end date etc.
 - Research and publications information – title, authors, published date, source etc.
 - Contact information of two non-referees – name, address, email, phone etc.
 - Previous and current employment information – position, institute or department, dates joined and left etc.
 - A **pdf** file which contains the **first degree certificate** and the **transcript**. The file needs to be less than 10 MB.
- There are 9 steps to be filled by the applicant and last step is the result of submission
- **No information is saved to the system until you submit all the information at the end step 9.** If you reload the page, all the previously filled information is lost. You can change any information filled already by clicking “Previous” button and going back (if you want to change any information in previous step)

Note: If you apply for more than one post then you have to submit separate applications for each post. You cannot submit single application for more than one post so you have to reload the URL and submit again for the next post. Duplicate submissions for a post advertised in a department is restricted and you will get a notification message when try to go to next page by clicking “**Next**” button.

If Vacancies Available:

- Access the URL : <https://vacancies.ruh.ac.lk/>
- The loaded page will display valid and available vacancies at the moment (with their relevant advertisements)
- If you get "**Sorry, unable to open the file at this time.**" message when access the URL, then try to load the page on a **private/incognito** browser window.

Fill the Application

Step – 01: Post Selection

- All the fields in this page is mandatory
- First select the Advertisement you refer from the dropdown list “**Advertisement**”
- Then Select the Faculty or the main premise of the university from the drop down list “**Faculty / Establishment**”
- When you select the relevant Faculty or Establishment one of the following will be done by the system.
 1. The “**Department**” drop down list automatically populated with vacancies available departments of the selected faculty

2. The “Department” drop down list is automatically hidden by the system if a selected Establishment does not have any Departments (eg. Administration, Library etc...)
- Select the department from the “Department” drop down list if it is available
 - All the available positions are listed in the “Post” drop down list and you have to select the one you want to apply for.
 - Give your NIC and click next.

The page loaded initially will look like below image if there is at least one valid vacancy announcement published

- Initial loaded page and when the selected option from the Faculty / Establishment has departments, the following fields are displayed

The screenshot shows a web browser window with the URL `vacancies.ruh.ac.lk`. The page title is "APPLICATION FORM - UNIVERSITY OF RUHUNA" with the instruction "Fill all form fields to go to next step". A progress bar at the top indicates the current step is "Post" (Step 1 - 9). Below the progress bar, the "Post Applying" section contains the following fields:

- Advertisement: Choose...
- Faculty / Establishment: Choose...
- Department: Choose...
- Post: Choose...
- National Identity Card No: * National Identity Card No

A "Next" button is located at the bottom right of the form.

- When the selected option from the Faculty / Establishment has **NO** departments

Step – 02: Personal Information

You need to fill following information in the next section after clicking the next button in Post Selection, the previous section.

- Full Name *
- Title *
- Name with initials *
- Gender *
- Postal Address *
- Phone
 - Mobile *
 - Home
 - Office
- Email *
- Date of Birth *
- Civil Status *
- Citizenship of Sri Lanka *
- Passport Number

See the sample page displayed in below screen capture (Personal Information):

Online Application Processing System | vacancies.ruh.ac.lk

APPLICATION FORM - UNIVERSITY OF RUHUNA

Fill all form fields to go to next step

Progress: Post (Active) | Personal | Education | Research | Employee | Extra | Reference | Certificates | Consent | Finish

Personal Information: Step 2 - 9

Name in full: *

Title: *

Name with initials: *

Gender: * Male Female

Postal Address: *

Any change should be communicated immediately

Phone

Mobile: *

Home:

Office:

Email: *

Date of Birth: *

Civil Status: *

Whether citizen of Sri Lanka: * By Descent By Registration

Passport No:

[Previous](#) [Next](#)

Step – 03: Education

See the following screen of the Step – 03

Online Application Processing System | vacancies.ruh.ac.lk | Guest

APPLICATION FORM - UNIVERSITY OF RUHUNA

Fill all form fields to go to next step

Progress: Post, Personal, **Education**, Research, Employed, Extra, Referee, Certificates, Consent, Finish

Education: Step 3 - 9

School Attended

Name	Address	From	to
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Add more schools](#)

University Education - First Degree

Degree:

University:

From:

To:

Field:

Class:

GPA:

Duration (Years):

Effective Date:

Is the first degree? Special General

Subjects offered in first degree:

Subject

[Add more subjects](#)

University Education - Other Degree(s)

Degree	University	From	to	Field	Class	GPA	Effective Date
<input type="text"/>							

[Add a degree](#)

Is your degree medical? Yes No

Special Qualifications

Class	Distinctions	Medals & Prizes	Remarks
2nd MBBS Examination	<input type="text"/>	<input type="text"/>	<input type="text"/>
3rd MBBS Examination	<input type="text"/>	<input type="text"/>	<input type="text"/>
Final MBBS Examination	<input type="text"/>	<input type="text"/>	<input type="text"/>

Do you have board certification? Yes No

Do you have Postgraduate Qualifications? Yes No

Degree	University	Duration(yrs)	Field	GPA	Effective Date	Is Research Based?
<input type="text"/>	<input type="checkbox"/>					

[Add a Postgraduate Qualification](#)

Academic Distinctions, Scholarships, Medals, Prizes etc.

Institute	Award	Date Awarded
<input type="text"/>	<input type="text"/>	<input type="text"/>

[Add an award](#)

[Previous](#) [Next](#)

Step – 04: Research Information

See the Screen Capture Below

The screenshot shows a web browser window with the URL `vacancies.ruh.ac.lk`. The page title is "APPLICATION FORM - UNIVERSITY OF RUHUNA". Below the title is a progress bar with 10 steps: Post, Personal, Education, Research, Employes, Extra, Referee, Certificates, Concant, and Finish. The "Research" step is currently active. The main heading is "Research Publications : Step 4 - 9". Below this, there is a warning: "First Degree Dissertation/Postgraduate Thesis are not considered as publications. CONSIDER THAT ALL RESEARCH PUBLICATIONS ARE CHECKED FOR FAKE JOURNALS." There are three sections for adding publications: "Books", "Abstracts", and "Journals". Each section has a table with columns for Name, Author(s), Publication Date, and ISBN (for books) or Source (for abstracts and journals). Each table has an "Add" button and a red "X" icon. At the bottom right, there are "Previous" and "Next" buttons.

Online Application Processing Sy x +

vacancies.ruh.ac.lk

Guest

APPLICATION FORM - UNIVERSITY OF RUHUNA

Fill all form fields to go to next step

Post Personal Education **Research** Employes Extra Referee Certificates Concant Finish

Research Publications : Step 4 - 9

First Degree Dissertation/Postgraduate Thesis are not considered as publications.
CONSIDER THAT ALL RESEARCH PUBLICATIONS ARE CHECKED FOR FAKE JOURNALS.

Books :

Name	Author(s)	Publication Date	ISBN
Name of the book	Author of the book	Date of the book published.	ISBN of the book

Add a Book

Abstracts :

Title of Article	Author(s)	Publication Date	Source
Title of the abstract	Author of the abstract.	Date of the abstract published.	Source of the abstract

Add an Abstract

Journals :

Title of Article	Author(s)	Publication Year	Source
Title of the journal	Author of the journal publishes	Author of the book	Source of the journal

Add a Journal

Previous Next

NOTE: if you have researches, journals or books, you can insert them here by clicking relevant **Add** button given there.

Step – 05: Employment Information

As shown in below screen capture image, current occupation and previous employments details need to be filled by the applicant

The screenshot shows a web browser window with the URL `vacancies.ruh.ac.lk`. The page title is "APPLICATION FORM - UNIVERSITY OF RUHUNA". A progress bar at the top indicates the current step is "Employee" (Step 5 - 9). The form contains the following sections:

- Present occupation : ***

Designation	Company/Institute/Department	From	Salary
Current Position or Designation	Name of the Institute / Department	From date	Salary
- Do you have previous employments ?** Yes No
- Previous Employments Table:**

Designation	Department / Institution	Duration(yrs)	From	To	Reason to leave
Designation	Department / Institut	Duration	From date	To date	Reason to leave pri
- Commendations / Punishments, if any during your career in the University / Education Institution *:**
- Have you ever been served with a Vacation of Post notice by any otehr University / Government Institution ? if so please give more details *:**

Navigation buttons:

NOTE: If you don't have anything to be filled for required fields, please type "No".

Step – 06: Extra Curricular Activities

Multiline text are accepted by the text fields in this page.

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APPLICATION FORM - UNIVERSITY OF RUHUNA

Fill all form fields to go to next step

Progress: Post, Personal, Education, Research, Employee, **Extra**, Referee, Certificates, Consent, Finish

Extra Curricular Activities and Other Relevant Particulars : Step 6 - 9

Extra Curricular Activities (University, National & International level) *:

IT Qualifications obtained (which are equal to NVQ Level 4 or above) *:

Any other relevant particulars (not included above) *:

Previous Next

Step – 07: Non-related Referee Details

Details of two non-related referees, are required.

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APPLICATION FORM - UNIVERSITY OF RUHUNA

Fill all form fields to go to next step

Progress: Post, Personal, Education, Research, Employee, Extra, **Referee**, Certificates, Consent, Finish

Referee Details: Step 7 - 9

Non-related referee 01 : *

Name : *

Address : *

Telephone : *

Email : *

Non-related referee 02 : *

Name : *

Address : *

Telephone : *

Email : *

Previous Next

Step – 08: First Degree Certificate

A PDF file containing **First Degree Certificate and the Transcript** needs to be uploaded here.

The screenshot shows a web browser window with the URL `vacancies.ruh.ac.lk`. The page title is "APPLICATION FORM - UNIVERSITY OF RUHUNA". Below the title, there is a progress bar with 11 steps: Post, Personal, Education, Research, Employee, Extra, Referee, Certificates, Consent, and Finish. The "Certificates" step is currently active. The main heading for this step is "Certificates Upload: Step 8 - 9". Below this, there is a text box with the instruction "First Degree certificates and the Transcript (.pdf only, max size 10MB) *". Underneath the text box is a "Choose file" button and a "Browse" button. At the bottom right, there are "Previous" and "Next" buttons.

Step – 09: Consent

Applicant need to accept and certify that the given information is true and accurate.

The screenshot shows the same web browser window as the previous step. The page title is "APPLICATION FORM - UNIVERSITY OF RUHUNA". The progress bar shows that the "Consent" step is now active. The main heading for this step is "Consent : Step 9 - 9". Below this, there is a text box with the instruction "In the event of being selected, please indicate the latest date on which you would be able to assume duties : *". Underneath the text box are two input fields: "Latest date : *" and "Remarks : *". Below these fields is a text box with the question "Do you have close relatives in employment at the University of Ruhuna ? *" and two radio buttons: "Yes" and "No". At the bottom left, there is a checkbox labeled "True and Accurate". At the bottom right, there are "Previous" and "Submit" buttons.

Final Step – Showing Status, post, email and reference number of the application

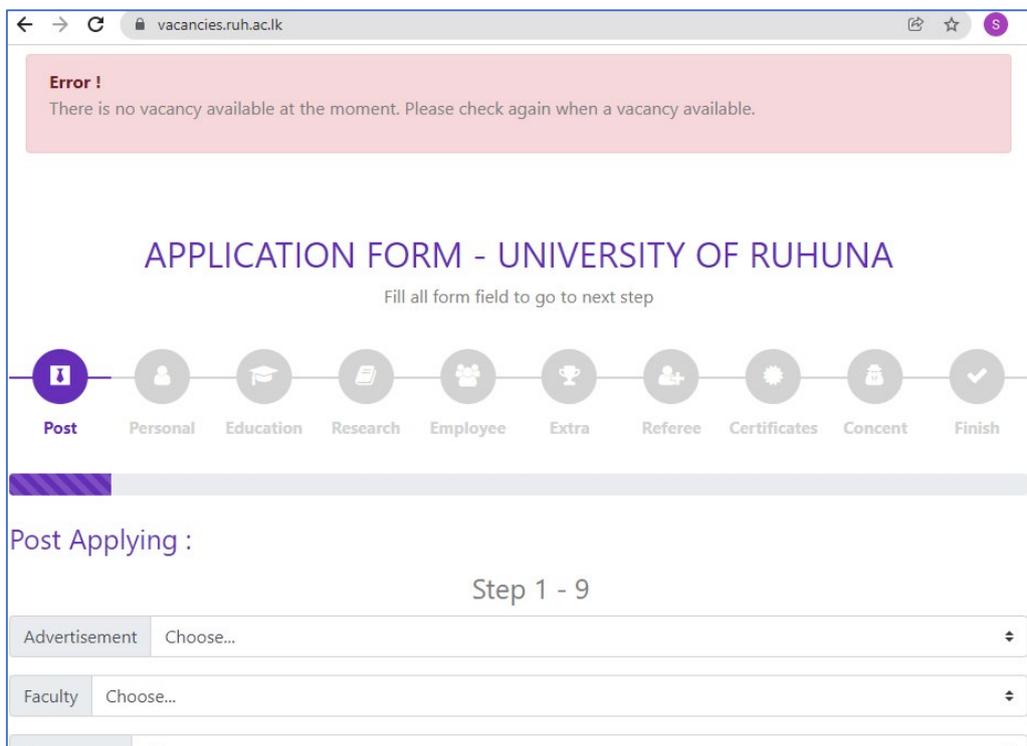
When you fill all the required and relevant fields and submit, you will get a success submission message on the screen as well as a response email. In the latter part of the page will display the reference number and some of your submitted information such as email address and name entered.



The response email will contain all the information displayed in the success step and the links to submit the required files other than the first degree certificates.

If NO vacancies available:

- A notification is shown at the top of the loaded page displaying “There is no vacancy available at the moment. Please check again when a vacancy available.” as indicated in the following image.



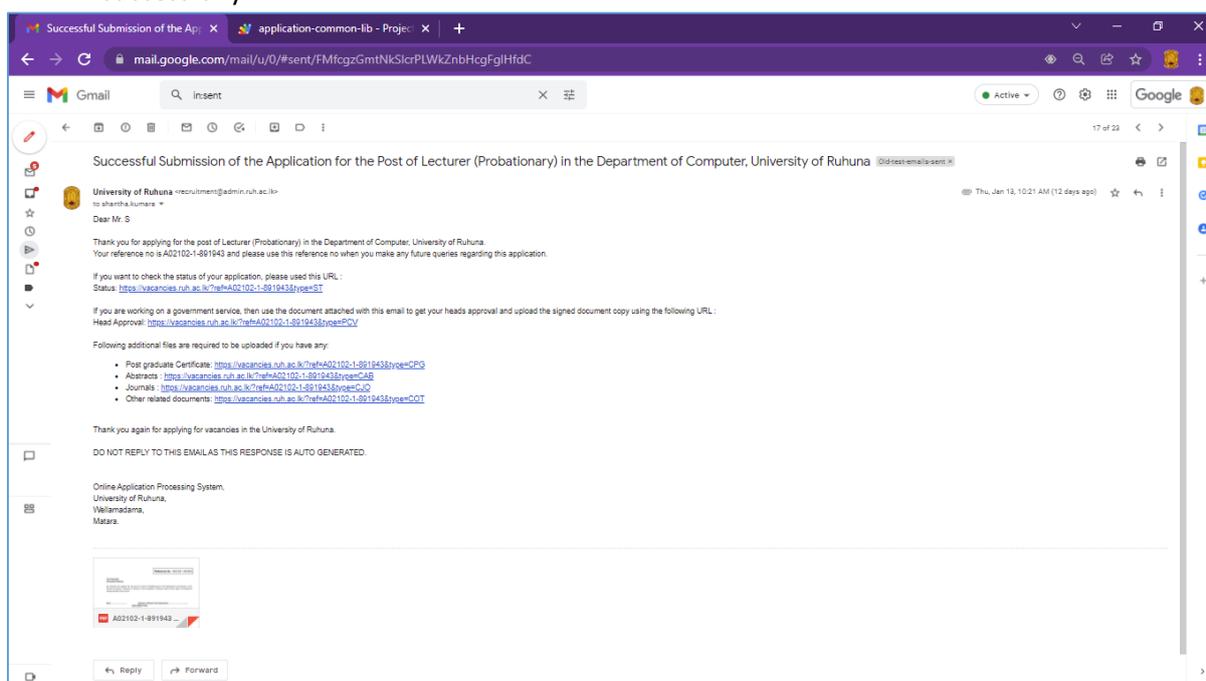
Important:

- First degree certificate uploaded **SHOULD** include **BOTH** the **degree certificate** and the **transcript**.
- Uploaded file of Certificates of Post graduate degrees, **SHOULD** include **BOTH** the **degrees** and **transcripts**
- Uploading the relevant file with required documents are your responsibility and failing to do so in time may lead to reject your application.
- All the file upload links and placeholders accept single file in **PDF** format. You need to combine all the relevant document together to make a single PDF file prior to submit the document.
- **NO MODIFICATION OR REPLACE OR OVERRIDE ALLOWED.** Modification is not allowed after submitting any information in the application and in the uploaded files. If the address is changed, reply via an email with the reference number.

Sample Email Response

For a Lecturer (Probationary)/Lecturer (Unconfirmed)/Senior Lecturer (Gr. I / II)

Following sample image display a sample email generated when an application is submitted successfully



- Reference number: generated uniquely for the application you have submitted. If you have applied for more than one post by submitting more applications, you will get separate response emails with different reference numbers.
- Title and Name with Initials: your submitted title and the name with initials is used to address you at the beginning of your email.
- Status link: you can check your status of your application and upload required or missing or relevant documents.
- Head Approval submission link: if you work on a government or semi government body or authority, you should get the head approval for the post applied and upload the document

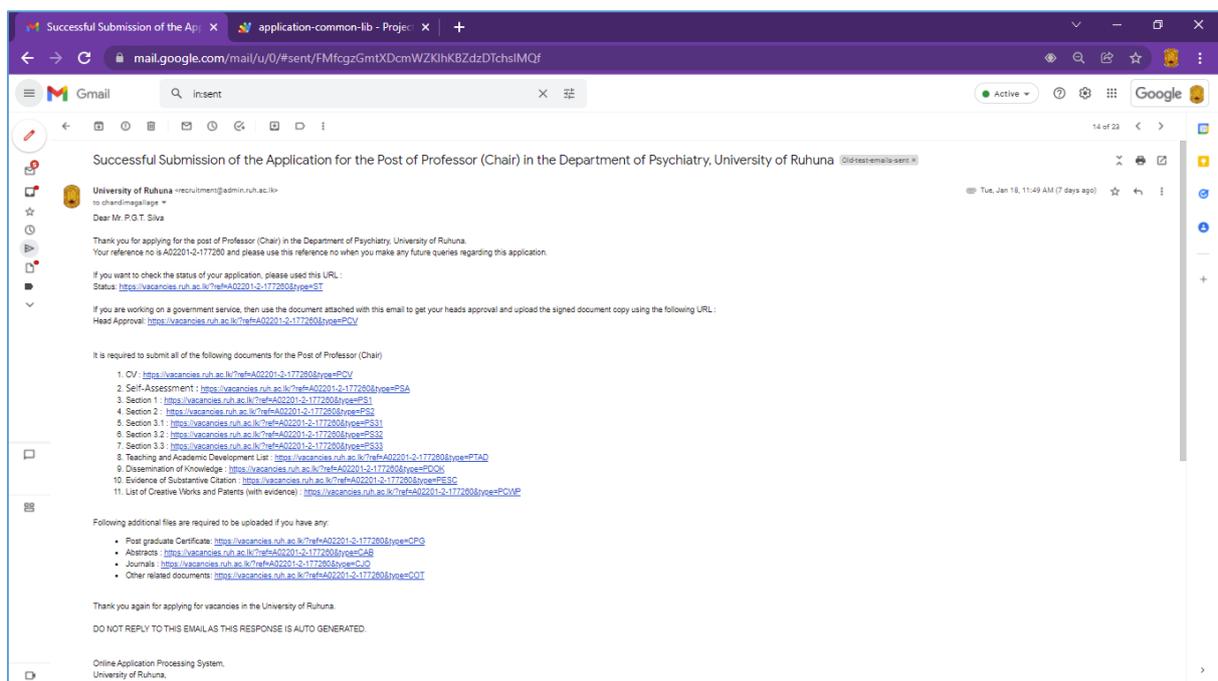
using the given link. The head approval form is attached with the response email and head signed copy of the document should be uploaded to the location/URL given. **If you have applied for more than one post then you need to upload those separate head approval forms for each post.**

- Post Graduate Certificate upload link: link to upload the post graduate certificate if there is any. Only single file can be uploaded and all the post graduate certificates should be included in the uploading document.
- Abstract evidence submission link: Abstracts documents needs to be submitted using this link. A link is available in the Status page too.
- Journal evidence submission link: All the journals and related document needs to be uploaded through this link.
- Other related document submission link: Any other relevant documents needs to be submitted using this link.
- Head Approval Form: Uniquely generated form for the applied post, is attached with the response email. This form is unique for the applied post. If applied for different post, need to upload relevant head approval form for the relevant post.

Note: you can use the Status Link page to upload all the documents as the same link is available there to upload. Once submitted the page will show the status whether it is submitted or not.

For a Professor (Chair)

Following sample image displays a response email sent when an applicant apply for a Post of Professor (Chair)



Status Page

Following image displays a sample page showing the status of an application submitted:

The screenshot shows a web browser window with the URL `vacancies.ruh.ac.lk/?ref=A02101-1-648643&type=ST`. The page title is "Application Status - University of Ruhuna". Below the title, it states "Your application (A02101-1-648643) status:". A table follows, listing various application components with their current status and available actions.

	Status	Action
Application	Successful Submission	
Postgraduate Certificate	Pending	Upload
Abstracts	Pending	Upload
Journals		
Head Approval	Pending	Upload
Payment Slip of Application Processing Fee	Pending	Upload

If you have applied for a **Professor (Chair)** you will get an email response with additional links to submit set required documents. The status page will be structured as in below image:

vacancies.ruh.ac.lk/?ref=A02101-1-648643&type=ST

Application Status - University of Ruhuna

Your application (A02101-1-648643) status:

	Status	Action
Application	Successful Submission	
Postgraduate Certificate	Pending	Upload
Abstracts	Pending	Upload
Journals		
Head Approval	Pending	Upload
Payment Slip of Application Processing Fee	Pending	Upload
Professor (Chair) Documents		
CV	Pending	Upload
Self-Assessment	Pending	Upload
Section 1	Pending	Upload
Section 2	Pending	Upload
Section 3.1	Pending	Upload
Section 3.2	Pending	Upload
Section 3.3	Pending	Upload
Teaching and Academic Development List	Pending	Upload
Dissemination of Knowledge	Pending	Upload
Evidence of Substantive Citation	Pending	Upload
List of Creative Works and Patents (with evidence)	Pending	Upload

NOTE: You need to upload all the documents listed under the **Professor (Chair) Documents**