



## **SOUTH EASTERN UNIVERSITY OF SRI LANKA**

### **VACANCIES**

#### **POST OF DIRECTOR AND COORDINATORS FOR CENTRE FOR EXTERNAL DEGREE AND PROFESSIONAL LEARNING (CEDPL)**

Applications are invited for the following positions at the Centre for External Degree and Professional Learning of South Eastern University of Sri Lanka from among the members of the permanent academic staff of the University systems up to **05.01.2022**.

- 1) Director/ CEDPL**
- 2) Coordinator for Learning and Resources / CEDPL**
- 3) Coordinator for Training, Research and Development /CEDPL**
- 4) Coordinator for Registration and Examination/ CEDPL**

#### **Qualification:**

The Applicants shall be a Teacher who shall be of the rank of Senior Lecturer (Grade-II) or above in the University systems.

#### **Tenure:**

Three years from the date of appointment on full time basis or part - time basis with provision to extend for several terms.

Primary duty of the Director/CEDPL is to manage the centre under the direction and guidance given by the Management Committee (MC). The specific duties are,

- a) To function as Secretary to the Board of Management and to Board of Study.
- b) To manage the CEDPL along with 3 Coordinators according to the guidelines, norms and procedure prescribed by the UGC and adopted by the University and MC.
- c) To function as the administrative and accounting officer responsible for the Vice Chancellor and MC. He/She should instruct and advice the AR/CEDPL and other subordinate staff to maintain regular records, provide secretarial assistance and maintain the accounts of the centre in such form and manner as may be prescribed by the University.
- d) He/She is authorized to receive all earnings paid into the fund and to credit such earnings to the proper heads of accounts, to make authorized payments approved by the MC and Governing council of the University, and to prepare and submit financial estimates and also prepare and submit annual financial appropriations for the ensuing year to the MC and Governing Council of the University for Approval.

### **Selection Criteria:**

Selection will be made on order of merit which will be decided on the marks of a structured interview by a panel appointed by the University Council and appointment will be made by the University Council on the recommendation of the Management Committee of CEDPL.

### **Salary Scales:**

**Professor** : **U - AC 5 (II)**  
Rs.117,350 - 13 x 2,700 - 152,450 p.m. (as at 01.01.2020)

**Senior Lecturer Gr. I** : **U - AC 3 (I)**  
Rs. 91, 310 - 7 x 2,170 - 106, 500 p.m. (as at 01.01.2020)

**Senior Lecturer Gr. II** : **U - AC 3 (II)**  
Rs. 79, 360 - 11 x 1630 - 97, 290 p.m. (as at 01.01.2020)

The other allowance determined by the University Grants Commission will be paid in addition to the above salary and a candidate presently drawing a salary a higher than this scale if selected will be placed at the same salary drawing at present).

If any candidate is appointed on part-time basis, an allowance of 25% for the post of Director/ CEDPL and an allowance of 15% for the post of coordinators of the basic salary of their substantive post will be paid in terms of Commission Circular No: 01/2016 of 01<sup>st</sup> of January 2016.

### **Application and Particulars:**

The application form and other details are available in the University website [www.seu.ac.lk](http://www.seu.ac.lk). The applicant is required to submit his/her application in the prescribed form along with Curriculum Vitae, a Statement of Vision for the development of the CEDPL and a brief account of what he/ she proposes for achievements if appointed to the Post. Prospective applicants should forward their applications through the respective Head of Department.

Those who wish to apply for more than one post should submit a separate form. The name of the post in respect of which the application is sent should be stated on the top left hand corner of the envelope.

All applications should reach the **Senior Assistant Registrar/ Academic Establishments, South Eastern University of Sri Lanka, University Park, Oluvil #32360** on or before **05.01.2022 at 4.00 p.m.** Applications that are incomplete or illegible or do not conform to any other requirements or received after the closing date will be rejected.

**Registrar**  
**South Eastern University of Sri Lanka**  
**16.12.2021**