



South Eastern University of Sri Lanka
University Park, Oluvil # 32360

SEU/E/NA/AD/17/04

09th May 2017

Secretary - University Grants Commission

Registrar - University of Colombo
University of Sri Jayawardenapura
University of Peradeniya
University of Kelaniya
University of Moratuwa
University of Jaffna
Open University of Sri Lanka
University of Ruhuna
University of the Visual and Performing Arts
Eastern University of Sri Lanka
Sabaragamuwa University of Sri Lanka
Rajarata University of Sri Lanka
Wayamba University of Sri Lanka
Uva Wellassa University

Rector - Sripali Campus
Vauniya Campus
Trincomalee campus

Director - Postgraduate Institute of Agriculture
Postgraduate Institute of Medicine
Postgraduate Institute of Pali and Buddhist Studies
Postgraduate Institute of Archaeology
Postgraduate Institute of Management
Postgraduate Institute of Science
Postgraduate Institute of English
University of Colombo School of Computing
Institute of Human Resources Advancement
Institute of Indigenous Medicine
Institute of Aesthetic Studies
Institute of Technology, University of Moratuwa
Institute for Agro-Technology and Rural Science, University of Colombo
Gampaha Wickramarachchi Ayurveda Institute
Swamy Vipulananda Institute of Aesthetic Studies
National Institute of Library and Information Science
National Center for Advanced Studies in Humanities & Social Sciences

VACANCIES

I enclosed herewith an advertisement calling for applications for the following posts at South Eastern University of Sri Lanka from suitably qualified employees of the Higher Educational Institutions.

I shall be grateful if you could kindly bring this advertisement to the notice of the employees attached to your Institution. A specimen application form is attached hereto.

1. Audit Assistant, Grade - II
2. Management Assistant , Grade - III
3. Management Assistant - Book Keeping , Grade - II Seg 'B'
4. Management Assistant - Shroff , Grade - II
5. Marshal, Grade - II
6. Library Information Assistant, Grade - III
7. Deputy Chief Security Officer
8. Pharmacist, Grade - II
9. Farm Supervisor (Lower Grade)
10. Sub Warden , Grade - II (Full Time) - Male/Female
11. Public Health Inspector , Grade - III
12. Craft Demonstrator, Grade - II
13. Technical Officer , Grade II, Seg 'B'
14. Draughtsman (Lower Grade)
15. Library Attendant , Grade - II
16. Vehicle Cleaner, Grade - III
17. Machinist, Grade - II
18. Mason , Grade - II
19. Electrician , Grade - II
20. Nursery Man, Grade - II
21. Gardener, Grade - II
22. Care Taker cum Cook (Lower Grade)
23. Driver , Grade - II
24. Pump Operator, Grade - II

H. Abdul Saththar
Registrar



SOUTH EASTERN UNIVERSITY OF SRI LANKA

VACANCIES

Applications will be received by me on or before **08.06.2017** for the following posts at the South Eastern University of Sri Lanka from the permanent confirmed employees of the University Grants Commission/ Higher Educational Institutions/ Institutes/ Campuses. Every application should be made in the prescribed form (annexed) and should be channeled through the Secretary of UGC or the Principal Executive Officer of the Higher Educational Institutions/ Institutes/ Campuses. The application on which the particulars are stated illegibly will be rejected.

These posts will be filled according to the Commission Circular No. 692 dated 18.10.1996 and the employees holding permanent cadre posts should not be allowed to apply for another permanent post during their probationary period in terms of UGC Establishments Circular Letter No. 03/2013 dated 15.03.2013.

01. AUDIT ASSISTANT GRADE - II

Qualifications:

- a.) Passes in 04 subjects with 02 credits under the old syllabus or 03 subjects with 02 credits under the new syllabus of the G.C.E. (Advanced Level) examination.

And

Credit passes for English Language/English Literature and Mathematics /Commercial Arithmetic at the G.C.E (Ordinary Level) examination

And

- b.) (i) Preliminary Level/Licentiate I/Foundation Level of Institute of Chartered Accountants in Sri Lanka

or

(ii) Foundation Level of Chartered Institute of Management Accountants

or

(iii) Any other qualification determined by the Commission as equivalent to above (b) (i) and (ii)

And

- c.) At least two years' experience in Auditing/Auditing in State or recognized Private Organization.

Note: Experience in Accounting/Auditing in the University system/Public Sector/Recognized Private organization may be considered for the purpose of reckoning experience in Auditing mentioned in (c) above.

Salary Scale : U-MN-1 (III A)
Rs. 21,932- 17x213- 25,553 p.m at at 01.01.2017
Rs. 30,725- 17x300- 35,825 p.m at at 01.01.2020

Selection : By Structured Interview

02. MANAGEMENT ASSISTANT, GRADE - III

Qualifications:

01. Should have passed G.C.E (O/L) Examination in not less than six (06) subjects with at least 02 credit passes in not more than two sittings.
And
02. Should hold permanent appointments & should confirmed in such appointments.
And
03. Should have completed at least five (05) years of continuous satisfactory service in a Primary level (U-PL salary category) permanent appointment prior to the respective date.

Salary Scale : U-MN-1 (III A)
Rs. 21,932- 17x213- 25,553 p.m at at 01.01.2017
Rs. 30,725- 17x300- 35,825 p.m at at 01.01.2020

Selection : By Competitive Examination and General Interview.

03. MANAGEMENT ASSISTANT - BOOK KEEPING, GRADE - II 'Seg B'

Qualifications:

1. G.C.E. (Ordinary Level) Examination in six (06) subjects at not more than 02 sittings with at least three (03) credit passes including credit passes in Sinhala / Tamil / English Language or Literature and Arithmetic / Commercial Arithmetic / Mathematics.
AND
- II. **EITHER**
(a) The National Certificate in Business Studies of the Sri Lanka Technical College / Polytechnic Institute under the Ministry of Higher Education ;
Or
(b) Passes in three (03) subjects, including Accountancy and Commerce & Finance on one and the same occasion at the G.C.E (Advanced Level) Examination.

Salary Scale: U-MN-1 (III A)
Rs. 21,932- 17x213- 25,553 p.m at at 01.01.2017
Rs. 30,725- 17x300- 35,825 p.m at at 01.01.2020

Selection: By written test and an interview on Accounts

04. MANAGEMENT ASSISTANT - SHROFF, GRADE - III

Qualifications:

1. (a) G.C.E. (Ordinary Level) Examination in 06 subjects at not more than 02 sittings with credit passes in 05 subjects. The credit passes must include Sinhalese / Tamil / English Language or Literature and Arithmetic / Commercial Arithmetic / Mathematics.

OR

- (b) G.C.E. (Ordinary Level) Examination in 06 subjects at not more than 03 sittings and who have completed 05 years satisfactory service in the UGC or a Higher Educational Institution. The passes at the G.C.E. (Ordinary Level) Examination must include Sinhalese / Tamil / English Language or Literature and Arithmetic / Commercial Arithmetic / Mathematics.
- II. Age not more than 40 years
 - III. Preference will be given to those with a pass in Accountancy at the G.C.E (Ordinary Level) examination

Note: (a) security to be furnished as determined by the appointing Authority

Salary Scale: U-MN-1 (III A)
Rs. 21,932- 17x213- 25,553 p.m at at 01.01.2017
Rs. 30,725- 17x300- 35,825 p.m at at 01.01.2020

Selection: By test and Interview

05. MARSHAL, GRADE - II

Qualifications:

- (a) A Graduate from a recognized University
- (b) Age between 30-45 years
- (c) Physique -
Height - 5'5"
Chest - 32" deflated

Note: Preference will be given to those with Police Armed Forces background and active participation in Sports activities, Social Welfare Activities and Recreation Programmes within the University and at National Level.

Salary Scale: U-MN 2(II)
Rs. 26,592 - 18x335 -32,622 p.m. as at 01.01.2017
Rs. 37,275 - 18x470 -45,735 p.m. as at 01.01.2020

Selection: By Structured Interview

06. LIBRARY INFORMATION ASSISTANT GRADE - III

Qualifications:

a). G.C.E. (Ordinary Level) Examination in six (06) subjects at not more than two sittings with credit passes in five (05) subjects. Two (02) of the credit passes must be in Sinhala/ Tamil/ English Language or Literature.

OR

b). G.C.E (Ordinary Level) Examination in six (06) subjects at not more than three sittings and who have satisfactorily completed five (05) years permanent service in Library of a Higher Educational Institution. Two (02) of the passes at the G.C.E. (Ordinary Level) Examination must be in Sinhala/ Tamil/ English Language or Literature.

Note: Preference will be given to those with qualifications and/ or experience in Librarianship.

Salary Scale : U-MN 1(IIIA)
Rs. 21,932- 17x213- 25,553 p.m at at 01.01.2017
Rs. 30,725- 17x300- 35,825 p.m at at 01.01.2020

Selection: By test and Structured interview

07. DEPUTY CHIEF SECURITY OFFICER

Qualifications:

A Security Inspector, Grade I or above with not less than sixteen (16) year's satisfactory services in the post of Security Inspector can be considered for the post.

Salary Scale: U-MN 2(I)
Rs. 30,380- 17x438; 8x492 – 41,762 p.m as at 01.01.2017.
Rs. 42,590- 17x615; 8x690 – 58,565 p.m as at 01.01.2020.

Selection: By Structured Interview.

08. PHARMACIST (LOWER GRADE)

Qualification: Certificate of competence as a qualified Pharmacist recognized by the Sri Lanka Medical Council.

Salary Scale: U-MT 1(IIIA)
Rs. 22,571 - 7x213; 10x253 -26,592 p.m as at 01.01.2017
Rs. 31,625-7x300; 10x355 - 37,275 p.m as at 01.01.2020

Selection: By Structured Interview

09. FARM SUPERVISOR (LOWER GRADE)

Qualifications:

- (i) G.C.E (Ordinary Level) Examination in six (06) subjects at not more than 2 sittings with passes in Sinhala / Tamil / English Language or Literature and Arithmetic / Commercial Arithmetic / Mathematics.

AND

Practical Farm School Certificate or equivalent with ten (10) years' experience in a state organization after obtaining such certificate,

OR

- (ii) School of Agriculture Diploma (Peradeniya or Kundasale) or equivalent with five (05) years' experience after such Diploma.

Salary Code & Scale:

U-MT 1(IIIA)

Rs. 22,571-7x213; 10x253- 26,592 p.m as at 01.01.2017

Rs. 31,625-7x300; 10x355 - 37,275 p.m as at 01.01.2020

Selection

: By Structured Interview.

10. SUB-WARDEN (FULL TIME) GRADE- II , MALE / FEMALE

Qualifications:

A Graduate of a recognized University. Preference will be given to those who are with experience in Administration and Management of Hostels.

Salary Scale:

U-MN 3 (II)

Rs. 30,380 - 18x438 - 38,264 p.m as at 01.01.2017

Rs. 42,590 - 18x615 - 53,660 p.m as at 01.01.2020

Selection:

By Structured Interview.

11. PUBLIC HEALTH INSPECTOR, GRADE - III

Qualifications:

- (i) Should have passed the Public Health Inspectors Examination conducted by the Department of Health and have at least 03 years experience since qualifying.

Salary Scale:

U-MT 1(IIIA)

Rs. 22,571-7x213; 10x253- 26,592 p.m as at 01.01.2017

Rs. 31,625-7x300; 10x355 - 37,275 p.m as at 01.01.2020

Selection:

By Structured Interview

12. CRAFT DEMONSTRATOR, GRADE - II

(Carpentry, Machining, Fitting, Foundry, Steel metal work, Welding and Smithy)

Qualifications:

- I. Should have experience in one or more of the following fields

Foundry Practice, Welding & Smithy, Machine Tools, Pattern Making, Sheet metal Work, Carpentry and Metal work

Note: Preference will be given to those who have work experience in more than one field

AND

11. Should have a minimum of fifteen (15) years' experience in the University/ Government service or in a recognized Institution as a skilled Craftsman;

Or

- III. Should have at least three(03) years' experience in a skilled special graded post in the University/ Government service or in a recognized Institution in a field mentioned at (1) above

Salary Scale : U-MN 1(IIIA)
Rs. 21,932- 17x213- 25,553 p.m at 01.01.2017
Rs. 30,725- 17x300- 35,825 p.m at 01.01.2020

Selection: By practical test and structured interview

13. TECHNICAL OFFICER, GRADE-II Seg "B"

Qualifications:

- (a) Passes in six subjects at the G.C.E. (Ordinary Level) examination including five credits obtained in not more than two sittings. The credit passes should include Science and Mathematics.

Or

- (b) Passes in six subjects at the G.C.E. (Ordinary Level) examination obtained in not more than three sittings and Eight years satisfactory permanent services in the UGC/ Higher Educational Institution/Institutes. The subject passed should include Science and Mathematics.

Or

- (c) Fifteen years satisfactory permanent service as a Laboratory Attendant in a Higher Educational Institution/Institute

Salary Scale : U-MT 1(IIIA)
Rs. 22,571-7x213; 10x253- 26,592 p.m as at 01.01.2017
Rs. 31,625-7x300; 10x355 - 37,275 p.m as at 01.01.2020

Selection : By Aptitude Test and Structured Interview

14. DRAUGHTSMAN (LOWER GRADE)

Qualifications:

- (I) Qualifications in Draughtsmanship obtained at a Draughtsman examination of a Government Department or from a recognized Institution

Salary Scale:

U-MT 1(IIIA)

Rs. 22,571-7x213; 10x253- 26,592 p.m as at 01.01.2017

Rs. 31,625-7x300; 10x355 - 37,275 p.m as at 01.01.2020

Selection : By Structured interview.

15. LIBRARY ATTENDANT, GRADE - II

Qualifications:

- (i). (a) Passes in six (06) subjects at the G.C.E. (Ordinary Level) Examination with Sinhalese/ Tamil/ English and Pure mathematics/ Arithmetic/ Commercial Arithmetic as subjects at not more than two sittings.

Or

- (b) Pass in the 8th standard and have not less than ten years service in the UGC/Higher Educational Institution

- (ii) At least 2 years' experience in Library works.

Note: The experience gained by a Labourer in the University system by performing a skilled job in a helping capacity is recognized as being similar to the experience specified above

Salary Scale :

U-PL 1(III)

Rs. 19,300 - 15x178 - 21,970 pm. As at 01.01.2017

Rs. 27,025 - 15x250 - 30,775 pm. As at 01.01.2020

Selection : By aptitude test and Structured interview

16. VEHICLE CLEANER, GRADE – III

Qualifications:

- (i) Pass in the 08th standard.

Note: Preference will be given to those who possess experience in having worked as a vehicle cleaner

Salary Scale:

U-PL 1(III)

Rs. 19,300 -15x178 - 21,970 p.m as at 01.01.2017.

Rs. 27,025 - 15x250 - 30,775 pm. As at 01.01.2020

Selection: By aptitude test and Interview.

17. MACHINIST, GRADE - II

Qualifications:

- (a) Should have passed at least 8th standard.
- (b) Should be conversant with -
 - (i) Reading scales up to 1/1000 of a millimeter and setting micrometers;
 - (ii) The names, uses and the maintenance of all tools and attachments pertaining to the trade;
 - (iii) Reading and understanding all drawings pertaining to the work;
 - (iv) Operating proficiently the machines (viz: drilling, shaping, grinding or lathes).
- (c) Not less than 2 years experience in a recognized workshop.

Salary Scale : U-PL 3(III)
Rs. 21,356 – 16x192 – 24,428 p.m as at 01.01.2017
Rs. 29,915 – 16x270 – 34,235 p.m as at 01.01.2020

Selection : By trade test and Structured interview

18. MASON GRADE - II

Qualifications:

- (i) Ability to read and write.
- (ii) Should be conversant with -
 - a) Brick work and the different types of courses used in the construction of wall footings, wall arches, taper pillars, chimneys, sewer chamber etc.;
 - b) All types of plaster, mixing and laying of reinforced concrete;
 - c) Reading plans and setting out foundation for simple construction;
 - d) Colour washing including use of emulsion paint.
- (iii) Not less than 2 years' experience in masonry.

Note: The experience gained by a Labourer in the University system by performing a skilled job in a helping capacity is recognized as being similar to the experience specified above

Salary Scales: U-PL 3(III)
Rs. 21,356 – 16x192 – 24,428 p.m as at 01.01.2017
Rs. 29,915 – 16x270 – 34,235 p.m as at 01.01.2020

Selection: By trade test and Structured interview.

19. ELECTRICIAN GRADE - II

Qualifications:

- (i) Ability to read and write;
- (ii) Should be conversant with -
 - (a) Detecting faults, repairs and assembly of materials, transformers and all type of machinery and appliances, cables, wires and their ratings, measuring instruments and their uses, various type of wiring, joining, testing meters and small transformers;
 - (b) Reading and understanding drawings and diagrams. Reading scales and record fractional dimensions;
 - (c) Care and the use of the tools in the trade.
- (iii) Not less than 2 years' experience as an electrician in a Government Department, State Corporation or in a recognized establishment.

Note: Preference will be given to those who have completed Diploma in Electrical Technology or equivalent and experience with transformers and electrical machinery and appliances.

Salary Scale : U-PL 3(III)
Rs. 21,356 - 16x192 - 24,428 p.m as at 01.01.2017
Rs. 29,915 - 16x270 - 34,235 p.m as at 01.01.2020

Selection : By trade test and interview

20. NURSERY MAN, GRADE - II

Qualifications:

- (i) Ability to read and write.
- (ii) Must have a thorough knowledge of all aspects of plant propagation techniques such as propagation of cuttings, layerings, in archings, buddings, grafting and potting and nursery management and pruning.
- (iii) Must be able to identify different plants and seeds cultivated on the farm or garden.
- (iv) Must have knowledge of packing plants for dispatch.
- (v) At least 2 years' experience as Nurseryman.

Note: The experience gained by a Labourer in the University system by performing a skilled job in a helping capacity is recognized as being similar to the experience specified above

Salary Scales : U-PL 2(III)
Rs. 20,012- 16x192 - 23,084 pm as at 01.01.2017
Rs. 28,025- 16x270 - 32,345 pm as at 01.01.2020

Selection : By trade test and Structured interview.

21. GARDENER, GRADE - II

Qualifications:

- (i) Ability to read and write.
- (ii) Should have experience in gardening for at least 2 years' at a Horticultural Institution such as the Royal Botanical Garden, Peradeniya or Botanical Garden, Hakgala or Gampaha.

Salary Scale: U-PL 1 (III)
Rs. 19,300 -15x178 – 21,970 p.m as at 01.01.2017.
Rs. 27,025 - 15x250 – 30,775 pm. As at 01.01.2020

Selection: By aptitude test and Structured interview

22. CARE TAKER CUM COOK (LOWER GRADE)

Qualifications:

- (i) Ability to read and write.
- (ii) Must have knowledge of cooking and the care of furniture, crockery, cutlery and linen and maintaining the surrounding garden, must be able to maintain an inventory.

Salary Scale: U-PL 2 (III)
Rs. 20,012- 16x192 – 23,084 pm as at 01.01.2017
Rs. 28,025- 16x270 – 32,345 pm as at 01.01.2020

Selection: By aptitude test and interview

23. DRIVER, GRADE - II

Qualifications:

- (i) Pass in the 8th Standard
- (ii) Posses a Certificate of competence issued the Commissioner of Motor Traffic to drive heavy vehicle (cars and Lorries).
- (iii) At least 3 years driving experience
- (iv) Ability to attend to running repairs
- (v) Minimum height: 5ft 2 1/2 inch.
- (vi) Should posses a good knowledge of the highway code
- (vii) Must be physically fit for duty during day and night and must have a good eye sight.

Salary Scale: U-PL 3(III)
Rs. 21,356 – 16x192 – 24,428 p.m as at 01.01.2017
Rs. 29,915 – 16x270 – 34,235 p.m as at 01.01.2020

Selection : By test and interview

24. PUMP OPERATOR, GRADE-II

Qualifications:

- I. Ability to read and write;
- II. Should be conversant with -
 - (a) Reading scale 1/32" and recording fractional dimensions, operation of engines, pump, routine adjustments and maintenance including oil fitters;
 - (b) Use of feeler gauges, reading and understanding pressure and temperature gauges;
 - (c) Carrying out minor repairs, repairing, placing and fitting working parts of pumps and engines.
- III. Not less than 2 years' experience as a pump driver in a Government Department, State Corporation or in a recognized engineering establishment.

Salary Scale : U-PL 2 (III)
Rs. 20,012- 16x192 - 23,084 pm as at 01.01.2017
Rs. 28,025- 16x270 - 32,345 pm as at 01.01.2020

Selection : By trade test and interview

H. Abdul Saththar
Registrar