



SOUTH EASTERN UNIVERSITY OF SRI LANKA

VACANCIES

Applications are invited from suitably qualified and experienced persons for the following post up to **26.11.2018**.

POST OF DIRECTOR / CENTRE FOR EXTERNAL DEGREE AND PROFESSIONAL LEARNING(CEDPL)

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

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.
- e)
 - **Tenure:**

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

➤ **Salary Scales:**

Senior Lecturer Gr. I : U - AC 3 (I)

Rs. 71, 965 - 7 x 1,682 - 83,739 p.m. (as at 01.01.2018)

Rs. 81,638 - 7 x 1,926 - 95,120 p.m. (as at 01.01.2019)

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. 62,695 - 11 x 1265 - 76,610 p.m. (as at 01.01.2018)

Rs. 71,028 - 11 x 1447 - 86,945 p.m. (as at 01.01.2019)

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% of the basic salary of his / her substantive post will be paid in terms of Commission Circular No: 01/2016 of 01st of January 2016

➤ **Application and Particulars**

The application form and other details will be available in the University website www.seu.ac.lk. The applicant is required to submit along with his/her application form a Statement of Vision for the development of the Centre and a brief account of what he/she proposes for achievements if appointed to the Post of Director for the above Centre.

Prospective applicants presently employed in the Higher Educational Institutions and such other Institutes should forward their applications through the respective Heads. All applications should reach the **'Deputy Registrar, Academic Establishment Division, South Eastern University of Sri Lanka, University Park, Oluvil #32360** on or before **26.11.2018 at 4.00 p.m.** The name of the post should be indicated on the top left- hand corner of the envelope.

Applications that are incomplete or illegible or do not conform to any other requirements or received after the closing date will be rejected. South Eastern University of Sri Lanka reserves the rights to shortlist the candidates.

**Registrar,
South Eastern University of Sri Lanka
University Park, Oluvil #32360.
01.11.2018**