



EASTERN UNIVERSITY, SRI LANKA

POST OF COORDINATOR / REGISTRATION AND EXAMINATION CENTRE FOR EXTERNAL DEGREES AND EXTENSION COURSES

Applications will be received from the staff of the Eastern University, Sri Lanka for the Post of Coordinator for Registration and Examination / Centre for External Degrees and Extension Courses. The Appointment of the Coordinator of the Centre is to be made in conformity with the reforms introduced by the UGC as detailed in its Circular No. 932 on External Degrees and Extension Courses.

1. Eligibility

Persons holding the post of Senior Lecturer Gr.II and above are eligible to apply.

Applicant should possess sufficient knowledge and experience in the administration of External Degree Programmes and Extension/Continuous Professional Development Courses at University level.

2. Job Descriptions

They shall work under the directions and guidance of the Director / CEDEC. The specific duties of the respective Coordinator are given below.

• Coordinator / Registration and Examination

The Division of Examination is responsible for conducting examinations for Certificate Diploma and Degree level courses, with the approval of the Management Committee, it will recruit examiners, obtain questions, scrutinize the questions and model answers and conduct examinations, coordinate the marking of answer scripts, tabulation of marks and submit the final results approved by the Board of Examiners to the Senate of the University for approval.

3. Period of employment

This is a part-time assignment valid for a period of three years.

4. Remuneration

15% of the basic salary of his / her substantive post will be paid as an allowance according to the UGC Commission Circulars No.01/2016 dated 01.01.2016.

5. Closing date

25th July 2025

Interested Senior Academic staff members are kindly requested to send the self-prepared application with the Curriculum Vitae along with other relevant information to the Senior Assistant Registrar / Academic Establishments, Eastern University, Sri Lanka through proper channels on or before the closing date of applications. The applicants are encouraged to send their plans and programmes they propose to implement if appointed as Coordinator.

Registrar

11th July 2025