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Your No. }

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எனது இல } CMD/APPT/D. DIR/CDCE/02

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திகதி } 08.10.2020



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பேராதனைப் பல்கலைக்கழகம், இலங்கை
UNIVERSITY OF PERADENIYA, SRI LANKA

Corporate Management Division

Dean/Faculty of Agriculture
Dean/Faculty of Allied Health Science
Dean/Faculty of Arts
Dean/Faculty of Dental Sciences
Dean/ Faculty of Engineering
Dean/ Faculty of Management
Dean/ Faculty of Medicine
Dean/ Faculty of Science
Dean/ Faculty of Veterinary Medicine & Animal Science
Director/Agribusiness Centre
Director/Centre for Distance & Continuing Education
Director/Centre for Environmental Studies
Director/Centre for the Study of Human Rights
Director/Engineering Design Centre
Director/Information Technology Centre
Director/Staff Development Centre
Director/Career Guidance Unit

Dear Sir/Madam,

NOTICE FOR THE POST OF COORDINATOR/REGISTRATION AND EXAMINATIONS [PART TIME], CENTRE FOR DISTANCE & CONTINUING EDUCATION (CDCE), UNIVERSITY OF PERADENIYA

I am herewith sending the Notice for the post of Coordinator/Registration and Examinations [Part Time], Centre for Distance & Continuing Education (CDCE), University of Peradeniya.

It will be greatly appreciated if you could kindly make necessary arrangements to circulate this Notice among the Academic Staff enabling them to apply for the above position. Applications should be submitted to the Vice-Chancellor through proper channel **on or before 20th October 2020.**

Thank you.

Senior Assistant Registrar
Corporate Management Division
University of Peradeniya
Peradeniya


Senior Assistant Registrar
Corporate Management Division

Copy to: Web Master/Web Developing Unit - Please publish attached notice on the University Web Site



NOTICE

Post of Coordinator/ Registration and Examinations Centre for Distance & Continuing Education (CDCE), University of Peradeniya.

Applications are invited from Senior Academic Staff Members (Senior Lecturer Grade II or above) of this University with experience in teaching, training, examination and administration, to fill the above vacancy.

In addition to the above, the candidate should be able to work as a member of a team. The Coordinator will plan and organize the programmes in the respective areas in consultation with the Director/CDCE. The Coordinator is also expected to assist the Director to achieve the objectives of the CDCE in the respective areas.

The Coordinator should serve the CDCE a minimum of 15 hours per week and the position carries an allowance of 20% of the basic salary. The appointment will be for a period of three years. The duties and functions to be performed by the Coordinator are given in the annexure.

A Self made application along with an updated Curriculum Vitae and one page statement of how you would contribute towards the advancement of the CDCE should be submitted to the undersigned through the proper channel on or before **20th October 2020.**

Please note that applications submitted after the deadline will be rejected.


Vice-Chancellor,
University of Peradeniya.

07/10/20
Vice - Chancellor
University of Peradeniya
Peradeniya
Sri Lanka.

**DUTIES AND FUNCTIONS OF THE COORDINATOR/ REGISTRATION AND
EXAMINATIONS
CENTRE FOR DISTANCE & CONTINUING EDUCATION (CDCE)
UNIVERSITY OF PERADENIYA.**

The Division of Examinations is responsible for conducting examinations for Certificate, Diploma and Degree Level courses. With the approval of the Management Committee (MC), 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.