



**NOTICE**  
**Post of Coordinator/  
Registration and Examinations (Part Time),  
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 Registration and Examination is also expected to assist the Director to achieve the objectives of the CDCE in the respective areas.


**Duties and Functions of the Coordinator Registration and Examinations**

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.

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.

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 **1<sup>st</sup> March 2024**.

Please note that applications submitted after the deadline will not be considered.

  
**VICE-CHANCELLOR**  
**UNIVERSITY OF PERADENIYA**  
**07.02.2024**

*Acting Vice - Chancellor*  
*University of Peradeniya*  
*Peradeniya - Sri Lanka.*