



# EASTERN UNIVERSITY, SRI LANKA

## Vacancies

The Eastern University, Sri Lanka will entertain applications from suitably qualified persons for the following posts:

### POST OF ASSISTANT REGISTRAR (LEGAL AND DOCUMENTATION) (ON ASSIGNMENT BASIS)

#### Qualifications:

1. An Attorney-at-Law with a Degree in Law/Legal Studies with not less than two (02) years of experience gained in Court work, legal work and drafting legal documentation in a state/ corporation or reputed private sector organization or official bar after obtaining the above qualifications.  
OR
2. An Attorney-at-Law with not less than three (03) years of experience gained in Court work, legal work and drafting legal documentation in a state/ corporation or reputed private sector organization or official bar after obtaining the above qualifications.

### POSTS OF ASSISTANT BURSAR / ASSISTANT INTERNAL AUDITOR (ON ASSIGNMENT BASIS)

#### Qualifications:

1. Pass in the final II examination of the Institute of Chartered Accountants of Sri Lanka or its equivalent.  
OR
2. (a) (i) Should possess a Bachelor's Degree specialized in Accounting from a recognized University/HEI  
OR  
(ii) Should possess a Bachelor's Degree from a recognized University/HEI with a pass in the intermediate level Examination of the Institute of Chartered Accountants of Sri Lanka or its equivalent.  
OR  
(iii) Should possess a Higher National Diploma in Accountancy (HNDA) or Sri Lanka Institute of Advanced Technological Education (SLIATE) or its predecessor.  
AND  
(b) Two (02) years of experience in Accounting/ Auditing in a Government or State corporation or reputed private sector organization.

#### Note:

- Preference will be given to;  
(i). Those who are released on secondment basis.  
(ii). Those who retired from the post of Assistant Registrar, Senior Assistant Registrar / Deputy Registrar and Assistant Bursar, Senior Assistant Bursar/ Deputy Bursar/ Assistant Internal Auditor, Senior Assistant Internal Auditor / Deputy Internal Auditor.  
(iii). Those who wait for the placement of Sabbatical leave.

**METHOD OF RECRUITMENT :** By Structured interview

**CLOSING DATE :** 17.01.2025

**SALARY :** Rs. 73,425.00 (Fixed)

#### HOW TO APPLY:

- (a) Applicants are requested to apply online (<http://application.esn.ac.lk/>)
- (b) After submitting the duly filled application online, the submitted application hard copy should be sent to **Senior Assistant Registrar, Academic Establishments Division, Eastern University, Sri Lanka, Vantharumoolai, Chenkalady** on or before **24.01.2025** with the **copies of educational & professional qualifications with statement of the degree and service certificates.**
- (c) The post applied for should be marked on the top left corner of the envelope.
- (d) Candidates who apply for more than one post should submit separate applications in separate covers for each post.
- (e) Applicants who are employees of University System, Government Departments, State Corporations and Statutory Bodies should forward their applications through the Heads of their respective institutions, but may send an advance copy in the first instance. However, no such applicant will be considered for interview, if the application channelled through the Head of the Department is not received.
- (f) Applications will not be entertained personally and the University will not bear any responsibility for such submissions.
- (g) **Incomplete & illegible applications, applications which are not attached with supportive documents and applications received by the University after the closing date will be rejected without intimation.**

**Note :** The University reserves the right to shortlist and interview only such applicants as the University may consider suitable for appointment.

**REGISTRAR,  
EASTERN UNIVERSITY, SRI LANKA,  
VANTHARUMOOLAI,  
CHENKALADY.**

16.12.2024