



**FACULTY OF AGRICULTURE
RAJARATA UNIVERSITY OF SRI LANKA
VACANCY**

**Post of
Graduate Programme Assistant**

Walk-In Interview

A walk-in interview will be conducted on **06th of May 2025 at 9.00 a.m.** for suitably qualified candidates for the post of Graduate Programme Assistant at the Board room of the Faculty of Agriculture.

- Qualifications:** A Bachelor of Science degree from a recognized university
Candidates should possess good command of English language with good communication ethics and good knowledge in ICT
- Job responsibilities:** Handle student registration
Keep records on all financial transactions
Preparation for examinations
Coordination and communication with the teaching staff and postgraduate students
Maintain filing systems
- Remarks:** Candidates should produce the following documents at the interview.
1. A signed curriculum vitae
2. All relevant academic certificates (Originals and photocopies)
3. National Identity Card/ Birth certificate (Originals)
- Salary:** **Rs. 60,000/- (fixed) p.m.**

If you need further information, contact Programme Director through postgraduate@agri.rjt.ac.lk or 0718003973.

Programme Director
Postgraduate Programmes
Faculty of Agriculture
Rajarata University of Sri Lanka