

RAJARATA UNIVERSITY OF SRI LANKA

Online Application Portal



Rajarata University of Sri Lanka

Online Application Portal

APPLICANT USER MANUAL

A complete, step-by-step guide to registering, applying,
and submitting your application through the portal

Version 1.0

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1. Introduction

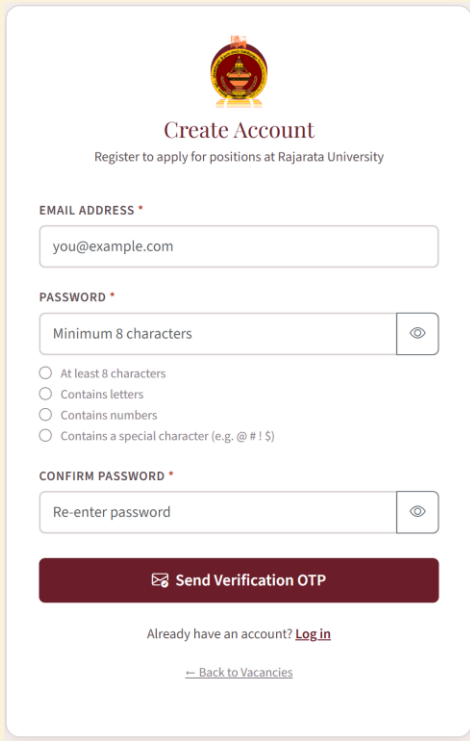
This guide walks you through every step of applying for an academic or non-academic post at Rajarata University of Sri Lanka through the Online Academic Recruitment Portal — from registering an account through to what happens after you submit.

You don't need to complete everything in one sitting. You can save your progress and come back later, right up until the vacancy's closing date.

2. Registering & Logging In

2.1 Creating Your Account

Before you can apply, you need to register with an email address. This email becomes one of your two login credentials (along with the password you set) — so use one you check regularly, since it's also where OTPs, confirmations, and referee-related notices are sent.




Create Account
Register to apply for positions at Rajarata University

EMAIL ADDRESS *

PASSWORD *



- ☐ At least 8 characters
- ☐ Contains letters
- ☐ Contains numbers
- ☐ Contains a special character (e.g. @ # ! \$)

CONFIRM PASSWORD *





Already have an account? [Log in](#)

[← Back to Vacancies](#)

Fig. 2.1 — Registration form

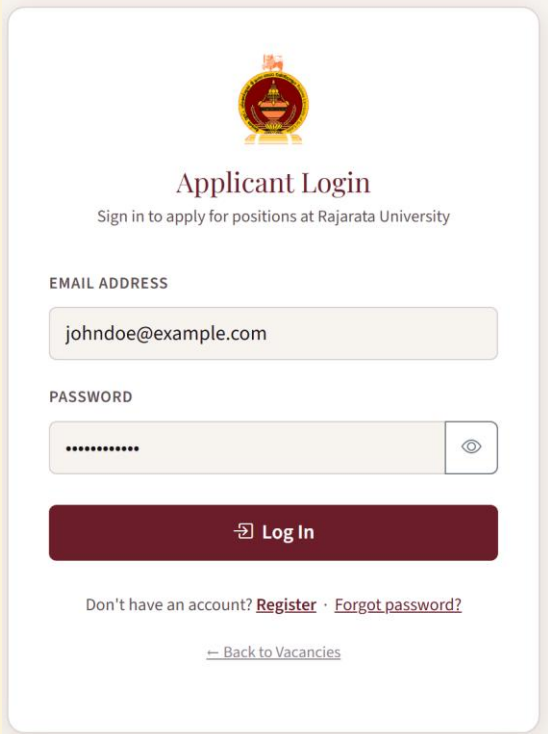
2.2 Logging In — OTP Required Every Time

Every time you log in — not just the first time — you'll be asked for a One-Time Password (OTP) sent to your registered email, in addition to your username/email and password.

Step 1. Enter your email and password.

Step 2. A 6-digit OTP is emailed to you. This can take a few seconds.

Step 3. Enter the OTP to complete login.



The screenshot shows the 'Applicant Login' interface. At the top is the Rajarata University logo. Below it, the text 'Applicant Login' is centered, followed by 'Sign in to apply for positions at Rajarata University'. There are two input fields: 'EMAIL ADDRESS' containing 'johndoe@example.com' and 'PASSWORD' with masked characters. A 'Log In' button is below the password field. At the bottom, there are links for 'Register', 'Forgot password?', and 'Back to Vacancies'.

Fig. 2.2 — Login screen and OTP verification screen

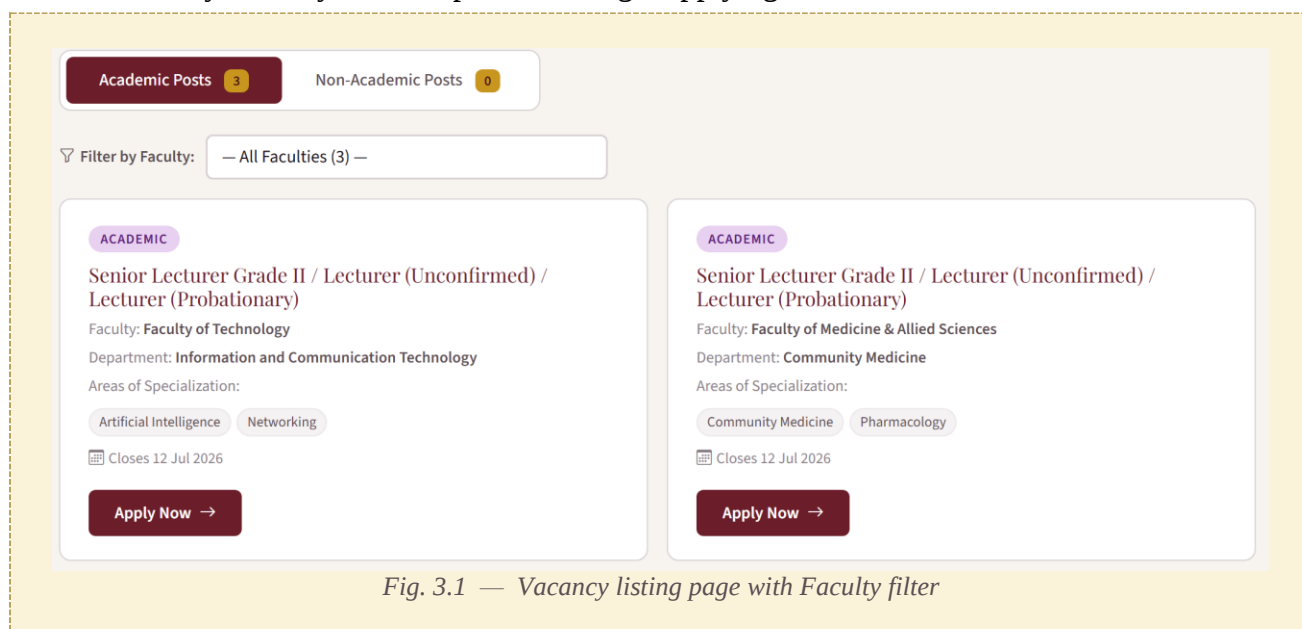
2.3 Forgot Your Password?

Use the “Forgot password?” link on the login page to reset it — you'll be guided through resetting it using your registered email.

3. Browsing Vacancies

Once logged in, every vacancy currently active at the university is visible to you on the main page.

- A Faculty filter is available near the top of the list, to narrow things down if you're only interested in a specific faculty.
- Click on any vacancy card to open it and begin applying.



4. Starting an Application

4.1 Selecting Post(s)

Some vacancy notices advertise more than one post at once (for example, “Lecturer (Unconfirmed) / Lecturer (Probationary)” together). If you want to apply for more than one of these posts, select all of them now, at the very start.

There's no need to fill in a separate application for each post — select every post you're applying for under this notice in one go, and one complete application will be created for each post you selected, from the single form you fill in.

4.2 Areas of Specialization (where applicable)

Some vacancies list specific areas of specialization to choose from. Where this applies:

- Select the one specialization you're applying under.
- Also select every post you wish to apply for under that specific specialization, at the same time.

Important: once you submit under a specialization, that specialization becomes unavailable for this vacancy afterwards — even for any posts you didn't select this time. Make sure you've selected every post you want under that specialization before submitting.

If you later want to apply for the same posts under a different specialization, you're welcome to — a different specialization is a fresh opportunity to apply to the same posts again.

Post Details

Confirm the position you are applying for

✦ Applying as johndoe@example.com. [Wrong vacancy?](#)

✦ Form pre-filled from your previous application. Please review and update any details that may have changed.

POST APPLIED FOR * — SELECT ONE OR MORE POSTS YOU ARE APPLYING FOR

☒ Senior Lecturer Grade II

☒ Lecturer (Unconfirmed)

☒ Lecturer (Probationary)

💡 Tip: if you're applying for more than one of these posts, it's best to select all of them now in one go, rather than submitting separately for each — that way you only need to fill in the rest of this form once.

CENTRE

FACULTY

DEPARTMENT

AREA OF SPECIALIZATION

CLOSING DATE

12 July 2026

⚠ Important: once you submit under a specialization, it becomes unavailable for this vacancy afterwards — even for any posts you didn't select this time. Please select every post you wish to apply for under that specific specialization now, before submitting.

Step 1 of 9

Save Draft

Continue →

Fig. 4.1 — Post selection and specialization fields, with the warning notice visible

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5. Filling In the Application

5.1 A Multi-Step Form

The application form is broken into several steps. You can move forward and backward between steps freely using the Continue and Back buttons — nothing is locked in until you actually submit at the end.

5.2 Saving a Draft

If you can't finish in one sitting, use Save Draft at any point to save your progress and come back to it later, any time before the vacancy's closing date.

You can only have ONE draft at a time. Starting a new draft application (for a different vacancy, for example) while one already exists isn't possible — finish or submit your existing draft first.



Fig. 5.1 — Save Draft button and draft-resume screen

5.3 Applied Before? Your Details Are Prefilled

If you have applied through this portal before, your personal details, qualifications, employment history, and referees are automatically carried forward into your new application, you only need to review and update whatever has changed, rather than starting from scratch. You can edit any prefilled field freely.

6. Required Documents

The following uploads are mandatory — your application cannot be submitted without them:

Item	Required?	Notes
Birth Certificate	Mandatory	Clear scanned copy, PDF.
National Identity Card (NIC)	Mandatory	Clear scanned copy, PDF.
Basic Degree Certificate	Mandatory	Your primary/undergraduate degree certificate.
Basic Degree Transcript	Mandatory	Academic transcript matching your basic degree.
Postgraduate Qualification Proof	If you list any postgraduate qualification	A certificate or equivalent proof for each postgraduate qualification you list.

Where a document isn't asked for as mandatory (for example, if you're still awaiting a postgraduate certificate), you can still upload it if you have it — but it won't block your submission if you genuinely don't have it yet.

7. Preview & Submission

Before you can submit, you'll be shown a full preview of everything you've entered — this step cannot be skipped.

Step 1. Review the preview carefully. If anything needs changing, go back to the relevant step and correct it.

Step 2. Once everything looks correct, submit your application.

\$

Declaration

I hereby declare that the particulars furnished by me in this application are true and accurate. I am aware that if any particulars are found to be false, I am liable to disqualification before selection, and dismissal without compensation if discovered after appointment.

☒ I confirm that all information provided is true and accurate. *

Upon submission: a confirmation email with your application PDF will be sent to piyumi.n.herath@gmail.com, and referee request emails will be sent automatically to your nominated referees.

Preview Application Before Submitting

Review all your details before final submission

Submit Application

Preview the application first to enable this button

Fig. 7.1 — Application preview button

 **Application Preview**

Review all details before submitting. Use "Go Back & Edit" to make changes.



1. Post Applied For

Post(s) Applied For	Senior Lecturer Grade II / Lecturer (Unconfirmed) / Lecturer (Probationary)
Area of Specialization	Networking
Faculty	Faculty of Technology
Department	Information and Communication Technology
Vacancy Closing Date	12 Jul 2026

Fig. 7.2 — Application preview screen

8. After You Submit

On the confirmation page, you'll see the reference number for each application you submitted (one per post, if you applied for more than one), along with the filled application as a downloadable PDF for each.

- These PDFs are also emailed to you automatically, so you'll have a copy even if you don't download them immediately.
- Print and sign each application PDF.
- Where required, send the signed hardcopy through your Head of Department.

On the top-left corner of each application's envelope, write that application's reference number — this is how your hardcopy is matched to your online submission during verification.

Application Submitted!

Your application has been received and is now under review by the Human Resources Division of Rajarata University of Sri Lanka.

Submitted by Mr. John Doe · john_doe@example.com

POSTS APPLIED FOR & REFERENCE NUMBERS

Senior Lecturer Grade II	FOT-ICT-SLGI-APP-2026-784432
Lecturer (Unconfirmed)	FOT-ICT-LU-APP-2026-5FF062
Lecturer (Probationary)	FOT-ICT-LP-APP-2026-898BA4
Information and Communication Technology	

Please keep your reference number for all future correspondence. A confirmation email has been sent to your registered address.

① Next Steps

1. Download the PDF copies below, print and sign each one.
2. Post the signed application(s), along with certified copies of supporting documents, to the address below — within two weeks after the online submission deadline.
3. Shortlisted candidates will be contacted via the email and phone number provided.

✉ Mailing Address

Senior Assistant Registrar, Academic Establishments Division,
Rajarata University of Sri Lanka, Mihintale — 50300, Sri Lanka.

⚠ Write your Application Reference Number clearly on the top-left corner of the envelope.

For inquiries, contact the Academic Establishments Division:

✉ academicest@rjt.ac.lk · ☎ +94 25 226 6782

You applied for 3 posts. Download and print a separate PDF for each:

📄 PDF: Senior Lecturer Grade II (FOT-ICT-SLGI-APP-2026-784432)

📄 PDF: Lecturer (Unconfirmed) (FOT-ICT-LU-APP-2026-5FF062)

📄 PDF: Lecturer (Probationary) (FOT-ICT-LP-APP-2026-898BA4)

← Back to Vacancies

🖨 Use your browser's print function (Ctrl+P) to save as PDF if download doesn't open.

Fig. 8.1 — Confirmation page showing reference number(s) and PDF download links

9. Using the Date Picker

Every date field in this portal uses the Sri Lankan yyyy/mm/dd format.

- Use the arrows on the calendar to move a month at a time.
- To jump quickly between years, click the year shown at the top of the calendar, then simply type the year directly — much faster than clicking back one year at a time for an older date like a birth date.

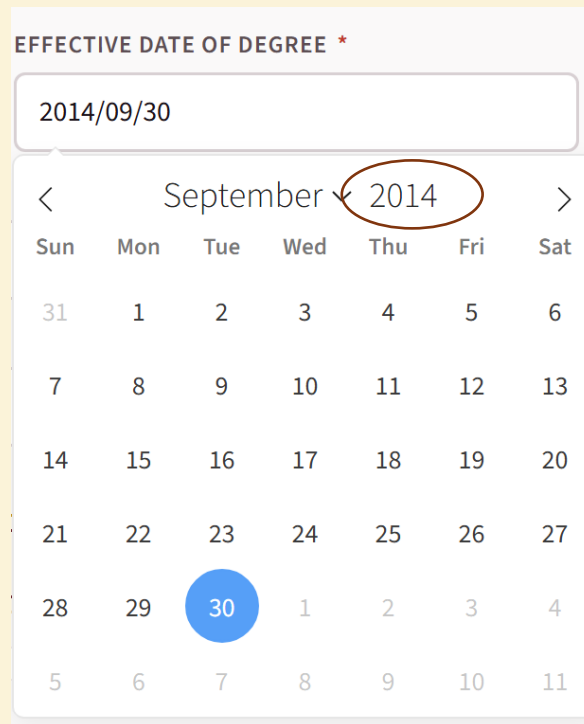


Fig. 9.1 — Date picker calendar showing the year-entry box

10. Your Referees

Each referee you list will automatically receive an email requesting a confidential report on your behalf. They're expected to complete and submit this within two weeks of your application being filled.

You don't need to contact your referees yourself to arrange this — the portal handles sending the request once you submit.

11. Frequently Asked Questions

Do I need to fill in a separate form for each post I'm applying for?

No. If a notice lists more than one post, select all of them at the start, and one complete application is created for each, from the single form you fill in.

I already applied to this vacancy once — can I apply again under a different specialization?

Yes. Applying under one specialization only uses up that specialization — a different one remains a fresh opportunity for the same posts.

Can I have more than one draft application at a time?

No — only one draft is allowed at a time. Finish or submit your existing draft before starting another.

I don't have my postgraduate certificate yet — can I still submit?

If a postgraduate qualification isn't required for the post, you can leave that upload out. If you do list a postgraduate qualification, proof for it is required.

I didn't receive my OTP.

Check your spam/junk folder. If it still doesn't arrive after a minute, use the Resend option on the OTP screen.

Where do I find my reference number after submitting?

On the confirmation page immediately after submission, and also in the confirmation email sent to you, along with your application PDF.

Do I need to email my referees myself?

No — the portal automatically emails each referee you list, requesting their confidential report.

— End of Guide —