



NOTICE

POST OF DIRECTOR

THE CENTER FOR INFORMATION TECHNOLOGY SERVICE RAJARATA UNIVERSITY OF SRI LANKA, MIHINTHALE

Rajarata University of Sri Lanka will entertain applications from Academic Members (Lecturer or above) of the University for the above Post.

The teachers who have sound knowledge in Computer Science/ IT and holding the post of Lecturer or above can be applied for this by submitting a self-prepared application.

The post of Director, Centre for Information Technology Service will be will be paid a monthly honorarium equivalent to 25% of his/ her basic salary

All applications should be submitted to the Vice Chancellor, Rajarata University of Sri Lanka, Mihinthale **on or before 24.03.2026.**

Dr. P. H. G. J. Pushpakumara
Acting Vice Chancellor
04.03.2026

***Note:** Terms of reference related to the above post is attached for your information.*

Terms of Reference

Administrative Functions

1. Supervision of attendance and work of academic and non-academic staff attached to the center.
2. Maintenance of discipline in the Centre. –
3. Allocated of rooms and management of facilities.
4. Custody of the property of Computer Center and maintenance of the inventory.
5. Procuring goods, services and consultancies; certifying / recommending / approving payments for goods, services and consultancies; handling petty cash.
6. Attending discussions with Vice Chancellor, UGC etc., whenever called upon to do so.
7. Preparation of Annual Reports, Annual Estimates, By-laws, corporate plan and Supplying various information / statics etc., sought by the Vice Chancellor/ *UGC* Ministry. etc.
8. Making recommendation regarding new cadre, increments, promotions, disciplinary action etc., related to academic and non-academic staff of the center.
9. Forwarding/ Recommending etc., all official correspondence between center staff and administration, including applications for leave, loans, warrants, transfers, etc.
10. Acting as referee; issue of recommendation letters, certificates etc., to students when called upon to do so.
11. Maintenance of relationships- Inter- Department and with public.
12. Management of the university Computer Maintenance and Assembling Unit.
13. Preparation and Development of project proposals for External grants.
14. Supervision and coordination of the proper functioning/ maintenance/ update of university and faculty websites.

Academic Functions

1. Preparation of time tables in co-ordination with relevant faculties.
2. Coordination all teaching (lectures, visiting lectures, practicals, tutorials) and examination work (setting, moderating, correcting) conducted by the Center; Preparing of documents for Examination Board Meetings.
3. Coordinating research work undertaken by the Center.
4. Development of courses and curricula and drawing up syllabi for both undergraduate programmes and postgraduate work conducted by the Center.
5. Recommending Purchase of relevant books, journals, etc., for the library.
6. Advising students regarding courses, examinations, academic and non-academic problems in Consultation with the relevant Deans of the faculties.
7. Organization and Management of external courses and examinations conducted by the Center.
8. Arranging student field trips, seminars, workshops etc., where relevant.
9. Coordination of consultancy work, where relevant.
10. Custody, management and supervision of laboratories of the Center.
11. Placement of students for training in industry, research etc. in university and non-university establishments, as and when needed.