



# Centre for Distance and Continuing Education University of Peradeniya



**Applications are invited from suitably qualified candidates for the post of Data Entry Operator on assignment basis (only for 6 months) to work full time at Centre for Distance and Continuing Education**

## **Qualifications:**

- a) Pass G.C.E Advanced Level or NVQ level 4 /SLQF level 2
- b) Pass G.C.E Ordinary Level examination
- c) Competency in computer usage

**A monthly allowance will be paid as per approved rates of the University.**

**Preference will be given to those who have experience in Moodle Software.**

The selected candidate is expected to perform duties related to data entry work as well as assisting the System Analyst of the CDCE in handling the Moodle system.

Allowance: i) Fixed Allowance Rs. 30,725.00  
ii) Cost of living allowance Rs. 7800.00

The interested candidates should send their CVs together with the copies of relevant certificates etc. under a registered cover to reach the **Assistant Registrar, Centre for Distance and Continuing Education, University of Peradeniya, Old Galaha Road, Peradeniya on or before 29<sup>th</sup> July 2021** or scan the relevant certificates and send with the CV to [cdceuop@gmail.com](mailto:cdceuop@gmail.com).

Assistant Registrar  
Centre for Distance and Continuing Education.