



Centre for Distance and Continuing Education University of Peradeniya



Applications are invited from suitably qualified candidates for the post of Tutor Mentor on assignment basis (Part time) for the following courses of the BBA (External) Degree Programme

Diploma Level- Semester II

- BBA 1201- Financial Accounting
- BBA 1202- Principles of Management
- BBA 1203- Human Resource Management
- BBA 1204- Business Economics

Higher Diploma Level- Semester II

- BBA 2201- Financial Management
- BBA 2202- Organizational Behaviour
- BBA 2203- Auditing & Taxation
- BBA 2204- Entrepreneurship

Degree Level- Semester I

- BBA 3101- Project Management
- BBA 3102- Management Information Systems
- BBA 3103- Organizational Leadership
- BBA 3104- Tourism and Hospitality Management

Qualifications:

- a) **A BBA, B.Sc. (Management), or Bachelor of Commerce, Degree with a First Class or Second Class Upper Division**
- b) **Good communication skills in English**
- c) **Competency in computer usage**

Professional qualifications such as ICASL, CIMA, CIM, ICA/LLB will be an added qualification.

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

Preference will be given to those who have teaching experience and knowledge in Moodle Software.

Selected candidates are expected to work under a Subject Matter Expert (SME) in facilitating academic delivery via moodle platform; engaging in student-teacher interactions, such as discussion forums and chat sessions of learners; monitoring the learning progress; and providing immediate feedback to learners.

Allowance: i) Offline fixed Allowance Rs. 5000.00 per month
 ii) Online allowance Rs. 750.00 per hour for maximum 20 hours
 (In addition to the fixed allowance)

The application form and relevant information available on <https://cdce.pdn.ac.lk/>

The duly completed applications on prescribed forms together with the copies of relevant certificates etc. should be sent under a registered cover to reach the **Senior Assistant Registrar, Centre for Distance and Continuing Education, University of Peradeniya, Old Galaha Road, Peradeniya** or e-mail to sar@cdce.pdn.ac.lk on or before **22nd March 2026**.

Senior Assistant Registrar
Centre for Distance and Continuing Education



Post of Tutor/Mentor - BBA (on contract basis)

1. Name in Full: Mr/Mrs/Miss (underline Surname)

2. (a) Postal Address :(Any change should be communicated immediately)

(b) Contact Phone Number :

(C) E- Mail Address :

3. Date of Birth & Age :

4. Civil Status :

5. Course(s) Applied for :

6. University Education

(Degree, Diploma etc. Please attach copies of all certificates).

Degree/Diploma, etc & Name of University	From	To	Course followed	Date of Final Exam. & Results (Give Class/Grade)
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7. Postgraduate Qualifications, if any;

(State whether by course work or research, duration and effective date. Please attach copies of all relevant certificates).

8. Teaching Experience or/and Knowledge in Moodle software:

(Please attach copies of certificates)

9. Research Publications, if any

(If space is insufficient, please use a separate sh

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10. Proficiency in English Language: (The highest qualification)

11. Names & addresses of two non-related referees:

Name	Address
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I hereby certify that the particulars submitted by me in this application are true and accurate. I am aware that if any of these particulars are found to be false or inaccurate, I am liable to be disqualified before selection and to be dismissed without any compensation if the inaccuracy is detected after appointment.

Date

Signature of Applicant