



Ministry of Science, Technology, Research, Skills Development & Vocational Training and Kandyan Heritage

University of Vocational Technology University College of Ratmalana

Applications are invited from suitably qualified citizens of Sri Lanka to serve the University College of Ratmalana in the following Posts.

01. Assistant Bursar - (01 Post)
02. Laboratory Assistant - Television Studies Lab (01 Post)

Nature of Appointment

- The Posts are permanent
- Those recruited to the above Posts become members of the Employee's Provident Fund and Employees Trust Fund.

Age

- Age should be not less than 22 years and not more than 45 years for the Post of Assistant Bursar
- Age should be not less than 18 years and not more than 45 years for the Post of Lab Assistant.

Qualifications required and other conditions of employment:

01. Assistant Bursar:

1. Pass in the Final Part II examination of the Institute of Chartered Accounts of Sri Lanka or its equivalent

OR

2. (a)(i) Should Possess a Special Degree in Accounting from a recognized University /Higher Education Institution

OR

- 3 (a)(ii) Should possess a degree from a recognized University /Higher Education Institute with a pass in the Intermediate Level Examination of the Institute of Chartered Accountants of Sri Lanka

OR

- (iii) Should possess a Higher National Diploma in Accountancy (HNDA) of Sri Lanka Institute of Advanced Technological Education (SLIATE) or its predecessor.

AND

- (b) Two (02) years of experience in Accounting /Auditing in a Government /State cooperation or reputed private sector organization.

02. Laboratory Assistant

Educational Qualifications Required –Persons who have sat the G.C.E (O/L) examination and passed a minimum of 02 subjects.

AND

Successful completion of a certificate course not below the National Vocational Qualification (NVQ) Level 4 in the relevant field conducted by a recognized organization.

Selection Procedure /Salary Scale & Allowances

Post	Assistant Bursar	Lab Assistant
Selection Procedure	Through an written Examination(IQ & reasoning, Accounting & Finance, English Language) and Structured Interview	Practical /Trade Test and a Structured Interview
Salary Scale from 2020	U-EX(I) 2016 -Rs.49,860 -3*1125-53,235,(EB)54,475 :12*1240-69355.00 p.m	UPL 3(III) -Rs.29,915-16*270-34,235 p.m
Basic Salary (per Month) in 2018	Rs.40,324.00	Rs.24,209.00
Allowances	Cost of Living Allowance, other Allowances approved by the Government.	

Other conditions

- Your Curriculum Vitae along with photo copies of academic and professional qualifications should be sent under registered cover to the Chief Executive Officer, University College of Ratmalana, No 1A, Station Road, Ratmalana on or before 8thOctober2018.
- Applicants presently employed in Higher Educational Institutions, Government Departments and Government Corporations should apply through the Heads of their Institutions.
- The Post applied, should be clearly indicated on the top left hand corner of the envelop.

Chief Executive Officer
University College of Ratmalana