



**UNIVERSITY OF COLOMBO
SRI LANKA**

VACANCIES

**Post of Programme Assistant/ Accounts Assistant
(on Assignment Basis)**

Applications will be entertained up to 12th of September 2019 from suitably qualified applicants for the following Posts at the Faculty of Graduate Studies of the University of Colombo.

1. Programme Assistant (on assignment)
2. Accounts Assistant (on assignment)

Minimum Qualifications: Should have passed the GCE (O/L) examination in six (06) subjects at one sitting with passes in:

- Sinhala Language/Tamil Language
- English Language/English Literature
- Mathematics

AND

Should have passed in all subjects at GCE (A/L) examination (except Common General Paper) at one sitting.

PREFERENCE WILL BE GIVEN those who possess an acceptable qualification in Computer applications of not less than six months duration obtained from a recognized institution.

Age Between 20 - 25 years

Monthly Remuneration Rs. 30,000/- (An all-inclusive fixed payment).

Period of Assignment 12 months (6 days per week)

GENERAL CONDITIONS

This appointment is on an **assignment basis** initially for a period of one year. However, the University may consider to extend the service of the selected candidate depending on work requirements and satisfactory performance during the period of assignment.

Self- prepared applications including contact telephone numbers together with photocopies of all relevant certificates and names, addresses and telephone numbers of two non-related referees should be forwarded to “**Senior Assistant Registrar/Faculty of Graduate Studies, University of Colombo, No. 35, 30 Prof Stanley Wijesundera Mawatha, Colombo**” under registered cover on or before 12th of September 2019. The post applied for should be marked on the top left hand corner of the envelope. **Applications without photocopies of relevant certificates will be rejected.**

Registrar,
University Of Colombo,
Colombo 03.
02.09.2019