



UNIVERSITY OF COLOMBO

SRI LANKA

Post of Secretary (on assignment basis)

Centre for Contemporary Indian Studies (CCIS)/University of Colombo

Applications are called for the above position under the Centre for Contemporary Indian Studies (CCIS), University of Colombo funded by the Indian High Commission, Colombo.

The Centre for Contemporary Indian Studies (CCIS) is located at the University of Colombo to promote research, teaching, exchange of staff and students between the two countries, other activities connected with the developing knowledge in Sri Lanka on contemporary Indian studies.

The candidate should possess the following qualification”

- BA degree from a recognized university preferably from the field of Sociology/Anthropology/International Relations/History or in relevant discipline
- Age below 35 years
- Excellent command of written and spoken English and good communication and PR skills
- Should possess good computer literacy skills.
- Minimum 01 years work experience in a similar capacity.
- Skills in research and writing will be an added qualification

The ideal candidate should be able to handle correspondence and administrative functions of the Centre under the guidance of the Director/CCIS.

Remuneration: Rs. 55,000.00 (including EPF & ETF)

Closing date for application: 23.09.2024

Those interested are requested to apply on or before 23rd September 2024. The applicants are required to submit a self-prepared application together with Curriculum Vitae and names of two referees with contact details including e-mail address and contact number. The application should be sent to sar@fgs.cmb.ac.lk

Registrar
University of Colombo