



**Institute of Biochemistry, Molecular Biology and Biotechnology  
University of Colombo**

**Post of Trainee Management Assistant  
(On Assignment-05 months)**

The IBMBB will entertain applications from suitably qualified persons for the above post up to 30<sup>th</sup> October 2024.

**Qualifications Required:**

1. Should have passed the G.C.E. (O/L) Examination in six (06) subjects at one sitting with credit passes in:-
  - i) Sinhala Language/ Tamil Language
  - ii) English Language/ English Literature
  - iii) Mathematics&
2. Should have passed in all subjects at G.C.E. (A/L) Examination (except the Common General Paper) at one sitting.  
(Passing in 3 subjects under the old syllabus at one sitting would be sufficient for this purpose)
3. Preference will be given to those who possess the following:-
  - a) An acceptable qualification in computer applications of not less than six (06) months duration obtained from a recognized institute.
  - b) Two years of experience in the use of computer application packages.
  - c) Ability to type in English & Sinhala/ Tamil.

**NOTE: - Eligibility**

- a) Should be a citizen of Sri Lanka
- b) Should be not less than 18 years and not more than 30 years of age on the closing date of application
- c) Should be a good team worker

- d) Appointment is for a period of 02 years. The initial appointment is for 05 months with the possibility of extending for further periods depending on satisfactory progress.
- e) Good in drafting letters, maintaining meeting minutes, and memos
- f) Good in both spoken and written English.

**Salary and Other Conditions of Appointment:**

U-MN 1(III A): Rs. 30,725 + Rs. 17,800 (COL) + Rs. 5,000 (Special Allowance)

The selected candidate will be a member of the Employee Provident Fund as well as of the Employee Trust Fund. He/ She will contribute 8% of his/her monthly salary to the Employee Provident Fund and at the same time the Institute will contribute 12% to the Employee Provident Fund. The Institute will make a contribution equivalent to 3% of his/her monthly salary to the Employee Trust Fund.

Duly filled applications and relevant certificates copies should be sent via email ([vacancies@ibmbb.cmb.ac.lk](mailto:vacancies@ibmbb.cmb.ac.lk)) to reach Senior Assistant Registrar, Institute of Biochemistry, Molecular Biology and Biotechnology, University of Colombo *on or before 30<sup>th</sup> October 2024*.

The post should be indicated on the subject area of the email.

Senior Assistant Registrar  
IBMBB  
No.90, Cumaratunga Munidasa Mawatha  
Colombo 03.  
2024.10.16