



**FACULTY OF AGRICULTURE
RAJARATA UNIVERSITY OF SRI LANKA
VACANCY**

Post of Office Assistant

Walk-In Interview

A walk-in interview will be conducted on **27th of January 2026 at 9.00 a.m.** for suitably qualified candidates for the post of Office Assistant at the Board room of the Faculty of Agriculture.

Qualifications: Should have passed G.C.E. (O/L) Examination in six (06) subjects with at least two (02) credit passes in not more than two settings
Candidates should possess good command of English language with good communication ethics and good knowledge in ICT

Job responsibilities:

- Collecting student attendance sheets
- Maintaining personal files of students and officers
- Supporting data entry (exam results, student lists, registrations)
- Assisting in organizing postgraduate events
- Supporting online examinations (setting up Zoom links, managing Drive folders)
- Receiving, repacking, and dispatching answer scripts
- Preparing letters
- All other duties are assigned by the Program Director, Coordinators and Program Assistant.

Remarks: Candidates should produce the following documents at the interview.
a) A signed curriculum vitae
b) All relevant academic certificates (Originals and photocopies)
c) National Identity Card/ Birth certificate (Originals)

Salary: **Rs. 35,000/- (fixed) p.m.**

If you need further information, contact Programme Director through postgraduate@agri.rjt.ac.lk or 0718003973.

Programme Director
Postgraduate Programmes
Faculty of Agriculture
Rajarata University of Sri Lanka