

# Vacancies – Non Academic Posts

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## UNIVERSITY OF JAFFNA, SRI LANKA

### VACANCIES

The University of Jaffna will entertain applications from suitably qualified Sri Lankan citizens for the following Permanent Posts. Closing date of the application is **13<sup>th</sup> February 2026**

1. Technical Officer, Grade II "Segment B" (Trainee)
2. Technical Officer (ICT), Grade III
3. Management Assistant, Grade III
4. Laboratory Attendant, Grade III
5. Library Attendant, Grade III
6. Security Guard, Grade III
7. Works Aide, Grade III

Applicants are required to apply for the posts at Jaffna Main Premises and Kilinochchi Premises of the University of Jaffna separately.

➤ பதவி வெற்றிடம் – யாழ்ப்பாணப் பல்கலைக்கழகம், இலங்கை (தமிழில்)

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➤ **POST OF TECHNICAL OFFICER GRADE II "SEGMENT B" (TRAINEE) – JAFFNA PREMISES & KILINOCHCHI PREMISES.**

#### Qualifications:

➤ Passes in 6 subjects at the G.C.E. (Ordinary Level) examination including **5 credits** obtained in **not more than 2 sitting**. The credit passes should include **Science and Mathematics**.  
**AND**  
Three (03) Advanced Level passes in **Science subject**.

**Selection By :** Written and/or practical test and an interview.

**Age :** Not less than 18 years and not more than 40 years of age on the closing date of the application.

**Salary Scale :** U-MT 1(III) – Rs.51,095-7×540;10×640-60,575 p.m

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- **POST OF TECHNICAL OFFICER (ICT) GRADE III – JAFFNA PREMISES & KILINOCHCHI PREMISES.**

#### **Qualifications:**

- Should have passed in three (3) subjects at the G.C.E (A/L) examination in one sitting in **any Stream.**  
**AND**
- Having obtained a certificate of proficiency not below than the N.V.Q Level 5 issued by a Technical/Vocational Training Institute accepted by the Tertiary and Vocational Education Commission or recognized Institution in the field of Information Communication and Multimedia Technology/Information and Communication Technology/ Information Technology or Equivalent.

\* Preference will be given for who have work experience in ICT.

**Selection By :** Written and/or practical test and an interview

**Age :** Not less than 18 years and not more than 45 years of age on the closing date of the application.

**Salary Scale :** U-MT 1(III) – Rs.51,095-7×540;10×640-60,575 p.m

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- **POST OF MANAGEMENT ASSISTANT GRADE III – JAFFNA PREMISES & KILINOCHCHI PREMISES.**

#### **Qualifications**

- Should have passed G.C.E (Ordinary Level) Examination in **six subjects at One Sitting** with credit passes in
  - Sinhala/ Tamil
  - English Language/ English Literature
  - Mathematics

**AND**

- Should have Pass in all subjects at G.C.E.(Advance Level) examination (except the common general paper) at One Sitting.
- Preference will be given to those who possess the following:
  - An acceptable qualification in computer applications of not less than six (06) months duration obtained from recognized institutes.

**AND**

- Two years of experience in the use of computer application packages.

**Selection By :** Written test and an interview.

**Age :** Should be not less than 18 years and **not more than 30 years** of age on the closing date of the application.

**Salary Scale :** U-MN 1(III) – Rs.49,475-17×540-58,655 p.m

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➤ **POST OF LABORATORY ATTENDANT, GRADE III – JAFFNA PREMISES & KILINOCHCHI PREMISES.**

**Qualifications**

- Should have passed the G.C.E. (O/L) Examination in **six (06) subjects with at least two (02) credit passes** in not more than two sittings **and** having obtained a proficiency certificate not below than the National Vocational Qualifications (NVQ) Level 2 or 3 issued by a Technical/Vocational training institute accepted by the Tertiary and Vocational Education Commission, relevant to the function of Laboratory Attendant.

**OR**

- Should have passed the G.C.E. (O/L) Examination in **six (06) subjects with at least two (02) credit passes** in not more than two sittings **and** one (01) year working experience in a relevant field with industrial skills.

**Selection By :** Trade test and Structured Interview.

**Age :** Age should be not less than 18 years and not more than 45 years of age on the closing date of the application.

**Salary Scale : U-PL 2 (III) – Rs.44,575-16×490-52,415 p.m**

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Post of

- **LIBRARY ATTENDANT, GRADE III – JAFFNA PREMISES & KILINOCHCHI PREMISES.**
- **SECURITY GUARD, GRADE III – JAFFNA PREMISES**
- **WORKS AIDE, GRADE III – JAFFNA PREMISES & KILINOCHCHI PREMISES**

**Qualifications (for the above posts- Library Attendant, Security Guard and Works Aide)**

- Should have passed the G.C.E. (O/L) Examination in **six (06) subjects with at least two (02) credit passes** in not more than two sittings.

**Selection By :** Trade test and Structured Interview.

**Age :** Age should be not less than 18 years and not more than 45 years of age on the closing date of the application.

**Salary Scale : U-PL 1(III) – Rs.42,775-16×450-49,975 p.m**

**SPECIFIC REQUIREMENT FOR THE POST OF SECURITY GUARD, GRADE III**

- Chest: Not less than 32 inches (Only for Male), Height: Not less than 5 feet 4 inches.

\*Preference will be given to those who have proven record of active participation in sports and community work.

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**GENERAL REQUIREMENTS APPLICABLE**

- Should be a citizen of Sri Lanka.
- Should be physically and mentally fit to discharge duties of the post well and should be ready to serve in any part of the island.
- Should be of excellent moral character.

## **STATUTORY BENEFITS:**

- Allowances approved by the University Grants Commission.
- Membership in Pension Scheme in the University system, Universities Provident Fund, Gratuity payments, Employees' Trust Fund benefits.
- Free Medical Services.

## **APPLICATION PROCEDURE:**

### **Application Mode:**

- Applications will be accepted exclusively through the **online submission** portal at [jobs.jfn.ac.lk](http://jobs.jfn.ac.lk). Instructions to the applicants and further details are available at the website.
- Closing date of the application is **13<sup>th</sup> February 2026**.
- Applicants must upload certified copies of all relevant certificates through the online portal.
- Educational/ Professional qualifications and experience, only as at the closing date of the applications, **will be considered**. Applications without uploaded copies of Educational/ Professional and Experience certificates will be rejected.
- Only for the applicants from the **University System, Government Departments, State-Owned Corporations, and Statutory Boards** are required to apply online and thereafter download the completed application form. The downloaded application must be duly endorsed by the Head of the respective Institution and forwarded by registered post to the following address **on or before the closing date**.

*Deputy Registrar,  
Non-Academic Establishments,  
University of Jaffna,  
P.O Box 57,  
Thirunelveliy,  
Jaffna*

- Illegible, incomplete applications will be rejected without prior intimation. Only short-listed applicants will be called for the examination via email and details will be made available on [www.jobs.jfn.ac.lk](http://www.jobs.jfn.ac.lk).

# JOB APPLICATION PORTAL

Apply Now!

## APPLICATION FEE AND PAYMENT MODE

- The application fee for each application is **1,000.00**

- Payment Mode:

- **Direct Bank Payment**

Deposit the Application Fee at any branch of the People's Bank in favor of **University of Jaffna**. **Reference Number (to be entered in the "Account Number" field in the deposit slip): 970 0000 9000 0387**. The Scanned copy of the deposit slip must be uploaded with the application as the proof of the payment of Application Fee.

OR

- **Online Bank Payment**

For Online payment, please note the following details:

- Bank Name: People's Bank, Sri Lanka
- Bank Account Name: University of Jaffna
- Bank Account Number: 162100310000891
- Reference Number: 970 0000 9000 0387

If you require any clarification regarding the application, please contact the **Deputy Registrar, Non-Academic Establishments, University of Jaffna**, within office hours. Contact number **021 222 8566**, email: [jobs@univ.jfn.ac.lk](mailto:jobs@univ.jfn.ac.lk).

**REGISTRAR**

**UNIVERSITY OF JAFFNA.**