



# POSTGRADUATE INSTITUTE OF MEDICINE UNIVERSITY OF COLOMBO



## VACANCY – Senior Assistant Registrar/ Assistant Registrar/ Assistant Bursar (Assignment Basis)

Applications are invited from suitable officers to render the service for the post of Senior Assistant Registrar/ Assistant Registrar/ Assistant Bursar (On Assignment Basis) at the Postgraduate Institute of Medicine, University of Colombo, initially for a period of 06 months and will be extended.

### **Senior Assistant Registrar – 01 Post**

#### **01. Qualifications required:**

Should possess a Bachelor's Degree with First or Second Class from a recognized University/ Higher Educational Institute.

**OR**

Should possess a Bachelor's Degree with a Postgraduate Degree/ Postgraduate Diploma in Administration/ Management from a recognized University/ Higher Educational Institute.

**AND**

Minimum 07 years of experience in an administrative capacity of Senior Assistant Registrar/Senior Administrative Level

**Preference will be given to the candidates holding a Master's Degree in the field of Administration/ Human Resource Management/ Management**

**Age: Should not be less than Thirty-five (35) years.**

#### **02. Salary:**

Rs. 160,000/- p.m. (All-inclusive monthly salary)

#### **03. How to apply:**

Self-prepared application form with full CV including relevant qualifications and experience should be submitted through electronic mail to [saradmin@pgim.cmb.ac.lk](mailto:saradmin@pgim.cmb.ac.lk) on or before **11.02.2026**.

**Note:** Retired officers and the administrative officers on Sabbatical Leave are also considered.

Please note that all shortlisted applicants must make the necessary arrangements to attend the interview on the prescribed date, and no alternative interview dates will be provided under any circumstances.

Incomplete applications, applications without CV and supporting documents, and applications received after the closing date will not be considered.

Applicants who are in the university service should forward their applications through the Heads of their respective Institutions.

All the shortlisted candidates are required to submit the originals of their certificates at the interview. Please note that sole authority for recruitment rests with the Board of Management/PGIM.

## **Assistant Registrar – 01 Post**

### **01. Qualifications required:**

- a) Should possess a Bachelor's Degree with First or Second Class from a recognized University/ Higher Educational Institute.

**OR**

- b) Should possess a Bachelor's Degree with a Postgraduate Degree/ Postgraduate Diploma in Administration/ Management\*\* from a recognized University/ Higher Educational Institute.

**Age: Should not be less than Twenty-two (22) years and not more than Thirty (30) years.**

**\*\*Public/Business Administration**

**Management**

**Public Policies**

**Human Resource Management**

**Economics**

**Law**

**Financial Management**

**Project Planning and Management**

**Information Technology or**

**Any other discipline with a significant component of Management/Administration**

### **02. Salary:**

Rs. 125,000/- p.m. (All-inclusive monthly salary)

### **03. Method of Recruitment:**

Selection by a structured interview

### **04. How to apply:**

Self-prepared application form with full CV including relevant qualifications and experience should be submitted through electronic mail to [saradmin@pgim.cmb.ac.lk](mailto:saradmin@pgim.cmb.ac.lk) on or before **11.02.2026**.

Please note that all shortlisted applicants must make the necessary arrangements to attend the interview on the prescribed date, and no alternative interview dates will be provided under any circumstances.

Incomplete applications, applications without CV and supporting documents, and applications received after the closing date will not be considered.

Applicants who are in the university service should forward their applications through the Heads of their respective Institutions.

All the shortlisted candidates are required to submit the originals of their certificates at the interview.

Please note that sole authority for recruitment rests with the Board of Management/PGIM.

## **Assistant Bursar – 01 Post**

### **01. Qualifications required:**

1. Pass the final II examination of the Institute of Chartered Accountants of Sri Lanka or its equivalent.

**OR**

2. (a) (i) Should possess a Bachelor's Degree specialized in Accounting from a recognized University/HEI

**OR**

- (ii) Should possess a Bachelor's Degree from a recognized University/HEI with a pass in the Intermediate level Examination of the Institute of Chartered Accountants of Sri Lanka or its equivalent.

**OR**

- (ii) Should possess a Higher National Diploma in Accountancy (HNDA) of Sri Lanka Institute of Advanced Technological Education (SLI ATE) or its predecessor.

**AND**

- (b) Two (02) years of experience in Accounting/ Auditing in a Government/ State corporation or reputed private sector organization.

**Age: Should not be less than Twenty-two (22) years and not more than Thirty (30) years.**

### **02. Salary:**

Rs. 125,000/- p.m. (All-inclusive monthly salary)

### **03. Method of Recruitment:**

Selection by a structured interview

### **04. How to apply:**

Self-prepared application form with full CV including relevant qualifications and experience should be submitted through electronic mail to [saradmin@pgim.cmb.ac.lk](mailto:saradmin@pgim.cmb.ac.lk) on or before **11.02.2026**.

Please note that all shortlisted applicants must make the necessary arrangements to attend the interview on the prescribed date, and no alternative interview dates will be provided under any circumstances.

Incomplete applications, applications without CV and supporting documents, and applications received after the closing date will not be considered.

Applicants who are in the university service should forward their applications through the Heads of their respective Institutions.

All the shortlisted candidates are required to submit the originals of their certificates at the interview.

Please note that sole authority for recruitment rests with the Board of Management/PGIM.

**Director**

Postgraduate Institute of Medicine

No. 160, Prof. Nandadasa Kodagoda Mawatha,

Colombo 07.

23.01.2026