



Rajarata University of Sri Lanka

FACULTY OF APPLIED SCIENCES

VACANCY

POST OF OFFICE ASSISTANT

Walk-In Interview

A walk-in interview will be held on **21st of April** from **9.00 a.m. to 11.00 a.m.** for suitably qualified candidates for the post of **Office Assistant**. The interview will take place at the **Board Room, Faculty of Applied Sciences, Rajarata University of Sri Lanka, Mihintale**.

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 sittings.
- Should have passed all the subjects at the G.C.E. (A/L) Examination (except the Common General Paper) in one sitting.
- Candidates should possess good communication skills and a sound knowledge of IT and English.

Job responsibilities:

- Maintaining personal files of students.
- Assisting with data entry (student lists, registrations, payments)
- Supporting examinations (preparation of admission cards, mark sheets, printing)
- Carrying out any other duties assigned by the Academic Coordinator and Program Assistant.

Remarks:

Candidates are required to produce the following documents at the interview:

- A signed curriculum vitae
- All relevant academic certificates (Originals and photocopies)
- National Identity Card and Birth certificate (Originals)

Salary:

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

For further information, contact Academic Coordinator through acedp@rjt.ac.lk or 0776912401.

Registrar
Rajarata University of Sri Lanka
Mihintale
08/04/2026