



University of the Visual and Performing Arts VACANCIES

Management Assistant (Grade - III) on Assignment Basis

Applications are called until 10.06.2026 from suitably qualified candidates for the post of **Management Assistant (Grade - III) assignment basis for a one year period.**

Management Assistant (Grade III) - on Assignment Basis

Qualifications :

- (I) Should have passed the G.C.E. (O/L) Examination in six (06) subjects at one sitting with credit passes in :-
- Sinhala Language or Tamil Language
 - English Language or English Literature
 - Mathematics

AND

- (II) Should have passed in all subjects of G.C.E. (A/L) examination (except the Common General Paper) at one sitting.
- Passing three (03) subjects under the old syllabus at one sitting would be sufficient for this purpose.

- (III) 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 a recognized institute.

AND

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

Other qualifications :

- Should be a citizen of Sri Lanka.
- Should be physically and mentally fit to effectively discharge the duties of the post.
- Should be of excellent moral character.

Monthly Remuneration : A monthly remuneration of Rs. 67,275.00 p.m (Basic Salary - 49,475.00 + Cost of Living - Rs. 17,800.00)

Selection : **a.** By written test (75%) : The following subjects areas will be covered;

- Knowledge in Sinhala/ Tamil and English Language
- Intelligent Quotient and General Knowledge
- Computer Literacy

AND

- An interview (25%)

Age : Should be not less than 18 years and not more than 30 years.

Appointment Duration : For a one year period from the date of appointment

Application Procedure:

01. The application form attached herewith, should be downloaded from university website and the duly perfected application should be sent by Registered Post addressed to “**Senior Assistant Registrar/ Non Academic Establishment, University of the Visual and Performing Arts, 21, Albert Crescent, Colombo 07**” on or before **10th June 2026, 4.00 p.m.** and the PDF copy of the application should be sent the e-mail address; nae.division@vpa.ac.lk. The post applied for should be mentioned on the top left corner of the envelope containing the application.
02. The photocopies of all relevant certificates, certified by the candidate, should be attached to the application.
03. Only the applications submitted using the format downloaded from the university website will be accepted and the applications that do not fulfill the required qualifications, incomplete applications, late applications, application submitted without the name of the post mentioned in the top left corner of the envelope.
04. If any application is rejected, it will not be reconsidered for any reason whatsoever.

**Registrar,
University of the Visual and Performing Arts.
21, Albert Crescent
Colombo 07
19.05.2026**