



UNIVERSITY OF COLOMBO

POST OF CAREER GUIDANCE COUNSELLOR GRADE II CAREER GUIDANCE UNIT (CGU)

The University of Colombo will entertain applications from suitably qualified persons for the above post up to the **03rd August 2026**.

01. QUALIFICATIONS:

- (i) Holder of a Bachelor's Degree with First or Second Class from a recognized University/ HEI with four (04) years' experience in the field of Student Affairs.
- (ii) Good command of communication skills in English.

Note:

Preference will be given for those who have obtained Postgraduate qualification in the area of Human Resources Management or Counselling and/ or experience in career guidance activities.

- Age should be not less than 22 years and not more than 45 years of age on the closing date of the applications.

02. SALARY AND OTHER CONDITIONS OF APPOINTMENT:

Salary Code: U-AS 2 (II):

Rs. 85,305 - 3 x 2,400 – 92,505 (EB) 94,905 - 14 x 2,400 – 128,505 p.m. **(as at 01.01.2025)**

In addition, the Government approved allowances applicable to the University system will be paid.

The selected candidate will be a member of the Universities Provident Fund as well as of the Universities Pension Scheme. He/ She will contribute 10% of his/ her monthly salary to the Universities Provident Fund and at the same time, the employer will make a total contribution of 15% of his/ her salary of which 8% will be credited to the Universities Pension Fund and 7% to the Universities Provident Fund. Three percent (3%) of the salary will be contributed by the University to the Employees' Trust Fund in terms of the provisions of the Employees' Trust Fund Act, No. 46 of 1980.

The appointment will be on probation for a period of three years which may be extended at the discretion of the Council of the University of Colombo.

The other conditions of appointment will be in accordance with provisions of the Universities Act No. 16 of 1978, Universities (Amendment) Act No. 7 of 1985 and Universities (Amendment) Act No. 1 of 1995 and Ordinances, By-laws, Regulations and Rules, etc. made thereunder.

IMPORTANT

Applicants from Higher Educational Institutions, Government Departments and Government Corporations should apply through the Heads of such Institutions. Applications which do not conform to this requirement will be rejected. Such applicants are strongly advised to submit an advance copy to the address given below.

It is **compulsory** to send the hard copy of the **same** generated PDF document with the signature of the Candidate. Any alterations made to the original document cause disqualification from the selection process.

Additionally certified copies of relevant educational (including transcripts), professional, extra-curricular, and service certificates are also required to be enclosed to the said complete application and be forwarded the same under the registered post & e-mail (recruit@ace.cmb.ac.lk) to the **Assistant Registrar/ Academic Establishments, University of Colombo, 94, Cumaratunga Munidasa Mawatha, Colombo 03** on or before the deadline.

The application ID and the post applied for should be indicated on the left-hand corner of the envelope.

Canvassing for appointments whether done directly or indirectly shall be regarded as an act of misconduct, rendering such person liable for disciplinary action and the candidate shall be disqualified for the relevant post.

Applications received after the closing date will not be considered. Incomplete applications will be rejected.

Registrar
University of Colombo
94, Cumaratunga Munidasa Mawatha, Colombo 03.

10 July 2026