



UNIVERSITY OF KELANIYA VACANCIES

PROJECT MANAGEMENT UNIT – FACULTY OF COMMERCE & MANAGEMENT STUDIES

Applications will be entertained by me up to 27.07.2026 for the following post.

01. Post : Project Secretary (On Contract)

Qualifications :

- 01.** Should have passed the G.C.E. (O/L) Examination in six (06) Subjects at one sitting with credit passes in Sinhala Language / Tamil Language , English Language / English Literature and Mathematics.

AND

- 02.** Should have passed in all subjects at G.C.E. (A/L) Examination (Except the common General Paper) at the one sitting.

- 03.** Preferences will be given to those who possess the following.

- (a)** Ability of handling office package and certificate / diploma in computer application of not less than six months duration obtained from a recognized institution.
- (b)** Two years of experience in the use of computer application packages.
- (c)** Experience in working in the projects or civil constructions including file management, documentation, use of AI for office management, office packages and sound knowledge in English for official purpose.

- 04.** Candidates should secure a minimum of 40% marks to pass the interview.

Note :- Eligibility

- (a)** Should be a citizen of Sri Lanka.
- (b)** Should be not less than 18 years and not more than 30 years of age on the closing date of applications.
- (c)** Should be of good Character and sound physical health.

Salary :- A monthly salary of **Rs. 64,213/-** inclusive of the basic salary and cost of living allowance will be paid. Overtime allowances are applicable as per University rules and circulars.

Benefits :- Entitled to contributions to the University Provident Fund (UPF) and the Employees' Trust Fund (ETF).

Selection :- By an Interview

Acting Registrar
University of Kelaniya
12.07.2026