POSTGARDUTE INSTITUTE OF MEDICINE

UNIVERSITY OF COLOMBO

VACANCIES

Applications are invited from individuals who have fulfilled the qualifications for the following positions that are vacant at the Postgraduate Institute of Medicine of the University of Colombo.

Duly completed applications, together with copies of the relevant certificates should be forwarded **by registered post** to the **Senior Assistant Registrar/Establishments & General Administration, Postgraduate Institute of Medicine, No. 160, Professor Nandadasa Kodagoda Mawatha, Colombo 07**, to reach the Institute **on or before 23.11.2026**. Applicants are requested to **clearly indicate the post applied for on the top left-hand corner of the envelope**.

Application form and further details can be obtained from the website of the Postgraduate Institute of Medicine (https://pgim.cmb.ac.lk). Only applications submitted in the prescribed form will be considered.

Incomplete applications or those lacking required details, including certified photocopies of certificates verifying qualifications and experience, will be rejected. Late submissions will not be accepted and rejected applications will not be reconsidered under any circumstance.

01. Post of Management Assistant (Bookkeeping) Grade III

Qualifications:

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

&

2. Should have passed in all subjects at G.C.E. (A/L) Examination (expect the common general papers) at one sitting.

Preference will be given to those who possess the following;

(a) An acceptable qualification in computer applications of not less than six (06) months duration obtained from a recognized institute.

&

(b) Two years of experience in the use of computer application packages.

***Post specific Qualifications**

- The National Certificate for Accounting Technicians of the Sri Lanka Technical College/College of Technology under the Ministry of Skills Development and Vocational Training or any other equivalent qualification obtained from the recognized institute.

OR

- G.C.E. (A/L) qualification should be in the Commerce Stream.

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 applicantions.
c) Should be of good character.

Selection : By Written Examination, Practical Examination and Interview

Salary Scale : Rs. 49,475 – 17 x 540 - 58,655 p.m. as at 01.01.2025 from 01.04.2025 **[U MN 1(III)]**

Director
Postgraduate Institute of Medicine,
No. 160, Prof. Nandadasa Kodagoda Mawatha, Colombo 07.
29.10.2026