NOTICE OF VACANCY
FACULTY OF MANAGEMENT
UNIVERSITY OF PERADENIYA

Applications are invited from dynamic, enthusiastic and self-motivated candidates for the following position at the Postgraduate Unit, Faculty of Management of University of Peradeniya.

POST OF MANAGEMENT ASSISTANT (ON CONTRACT BASIS) (NUMBER OF VACANCY - 01)

Responsibilities

- Undertake the day-to-day operational activities of the Postgraduate Unit including the clerical work, students' requests, and communication with students and staff
- Assist in postgraduate student registration process
- Assist in making the arrangements for conducting lectures and examinations
- Attend to the meetings, prepare the minutes of the meetings and follow-up actions
- Handle the petty cash and cash advances for postgraduate programmes
- Attend to the documentation work

Qualifications & Experience

1. Should have passed the G. C. E (O/L) Examination in six (06) subjects at one sitting with credit passes in;

    i. Sinhala Language/ Tamil Language
    ii. English Language/ English Literature
    iii. Mathematics
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2. Should have passed in all subjects at G C E [A/L] Examination (except the Common General Paper] at one sitting [Passing in 3 subjects under the old syllabus at one sitting would be sufficient for this purpose.]

3. Preference will be given to those who possess the following;

    a. Conversant in English Language
    b. Computer literacy

4. Should be a citizen of Sri Lanka

5. Should be of good character sound physical health

6. Working experience in higher education institute or similar capacity

Other Attributes

- Excellent communication skills
- Administrative, writing, and report skill

Method of Recruitment

I. Selection by Written Examination of following subjects:
- Knowledge in Sinhala/Tamil & English Language
- Intelligent quotient and General Knowledge
- Computer Literacy

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II. Interview

Age Limit

Should be not less than 18 years and not more than 30 years of age on the closing date of applications.

Remuneration

All-inclusive monthly allowance of Rs. 59,877.28 (UGC circular No. 2/2025 U-MNI-2025) (Basic Salary + Cost of living Allowance + EPF + ETF) will be paid.

General Note:

i. The University reserves the right to shortlist the applications and summon candidates for the interview, as per the prevailing rules and regulations.

ii. The selected candidate will become a contributor to the Employee Provident Fund and the Employees Trust Fund, the contributions being 8 % of the monthly earnings to the EPF monthly by the employee and in turn the employer will contribute a sum equal to 12 % of the monthly earnings to the EPF and a further contribution of 3% to the Employees Trust Fund respectively.

The total amount so contributed will be refunded to the employee once his / her services are ceased.

iii. Interested candidates have to submit their curriculum vitae along with photocopies of Birth Certificates, Educational Certificates and any other relevant certificates in proof of qualifications and experience to reach the **Senior Assistant Registrar, Postgraduate Unit, Faculty of Management, University of Peradeniya on or before 08th December, 2026** under the **Registered Post** with the indication of "**Application for the Post of Management Assistant**" on the top left hand corner of the envelope.

iv. Curriculum vitae without documents of proof and late submissions will be rejected.

Condition of Contract

The successful candidate will be offered a one-year contract at the Postgraduate Unit of the Faculty of Management, University of Peradeniya.

Senior Assistant Registrar
Faculty of Management
University of Peradeniya
09.11.2026

Senior Assistant Registrar
Faculty of Management
University of Peradeniya