

**FACULTY OF GRADUATE STUDIES  
UNIVERSITY OF COLOMBO  
SRI LANKA**

**VACANCIES  
Post of Graduate Assistant (on Assignment Basis)**

Applications will be entertained up to 15<sup>th</sup> July 2023 from suitably qualified applicants for the Post of Graduate Assistants of the University of Colombo.

***Qualifications:***

1. Should be a graduate from a recognized University.
2. Preference will be given to,
  - Those who have work experience as a Programme Assistant at Higher Educational Institutes.
  - Those who possess an acceptable qualification in Computer Applications of not less than six months duration obtained from a recognized institution.
  - Ability to handle the main software packages used for production of documents, presentations, Excel and other data bases as required by the University.
  - Ability to work with Sinhala/ English/ Tamil word processing.
  - Ability to work during weekends.
  - Good Communication and organizational skills, a good working knowledge of English.

**Age** : Between 24 - 28 years

**Monthly Remuneration** : Basic Salary (Rs 32,500/-) + Other Allowances will be paid as applicable and EPF 12% + ETF 3% benefits.

**Period** : Five months on Assignment Basis. (Renewable depending on the performance and the need of the University)

**General Conditions**

This appointment is **on assignment basis** initially for a period of five months. However, the University may extend the service of the selected candidate depending on work requirements and satisfactory performance during the period of assignment.

Self- prepared applications including contactable telephone numbers together with photocopies of all relevant certificates and names, addresses and telephone numbers of two non-related referees should be forwarded to “**Senior Assistant Registrar, Faculty of Graduate Studies, University of Colombo, No. 35/30, Prof. Stanley Wijesundara Mawatha, Colombo 07**” under registered cover on or **before 15<sup>th</sup> July 2023**. The post applied for should be marked on the top left-hand corner of the envelope. Applications without photocopies of relevant certificates will be rejected.

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

Registrar  
University of Colombo  
Colombo 03  
08.07.2023