



**University of Colombo
Sri Lanka**

Office Assistant (Assignment Basis)

Applications are invited for the Post of Office Assistant on assignment basis at the Faculty of Management & Finance, University of Colombo.

Qualifications:

1. Should have passed the G.C.E. (O/L) examination in six (06) subjects with at least two credit passes in not more than two setting.
2. Should be a citizen in Sri Lanka.
3. Should be not less than 18 years and not more than 30 years of age on the closing date of application.
4. Should be of good character and sound physical health.
5. Working experience at least six month period.
6. Ability to handling multimedia projectors, sound system and basic computer literacy will be an added qualification.

Note : The appointment will be initially for a period of five month based on the performance will extended for a further period.

Salary : Basic- Rs. 23,500/- . Cost of Living Allowance (COL) + EPF 12% + ETF 3% + Rs. 5,000/- (Government approved allowance as per UGC circular no 02/2022) will be paid.

Selection: By an interview

Self-prepared application, copies of certificates (O/L, Birth certificates NIC, working experience certificates and other certificates) should be send by registered post or handed over to the Deputy Registrar, Faculty of Management & Finance, University of Colombo, Colombo 03 or email dr@fmf.cmb.ac.lk on or before **24th February 2024**.

Acting Registrar
University of Colombo

12-02-2024