



POSTGRADUATE INSTITUTE OF MEDICINE UNIVERSITY OF COLOMBO



VACANCY – Assistant Registrar/ Assistant Bursar (On Assignment Basis)

The Postgraduate Institute of Medicine, University of Colombo invites applications from potential candidates for the post of Assistant Registrar/ Assistant Bursar (Assignment Basis) with the required qualifications for a period of 06 months and will be extended.

Assistant Registrar on Assignment Basis

01. Qualifications required:

(a) Should possess a Bachelor's Degree with First or Second Class from a recognized University/ Higher Educational Institute.

OR

(b) Should possess a Bachelor's Degree with a Postgraduate Degree/ Postgraduate Diploma in Administration/ Management** from a recognized University/ Higher Educational Institute.

Age: Should not be less than Twenty-two (22) years and not more than Thirty (30) years.

**Public/Business Administration

Management

Public Policies

Human Resource Management

Economics

Law

Financial Management

Project Planning and Management

Information Technology or

Any other discipline with a significant component of Management/Administration

02. Salary:

Rs. 100,000/- p.m. (All-inclusive Monthly Salary)

03. Method of Recruitment:

Selection by a structured interview

04. How to apply:

Self-prepared application form with full CV including relevant qualifications and experience should be forwarded to the **Director, Postgraduate Institute of Medicine, No. 160, Prof. Nandadasa Kodagoda Mawatha, Colombo 07** under registered cover to reach on or before 30.04.2024 or can be submitted through electronic mail to director@pgim.cmb.ac.lk.

Assistant Bursar on Assignment Basis

05. Qualifications required:

1. Pass the final II examination of the Institute of Chartered Accountants of Sri Lanka or its equivalent.

OR

2. (a) (i) Should possess a Bachelor's Degree specialized in Accounting from a recognized University/ HEI

OR

(ii) Should possess a Bachelor's Degree from a recognized University/HEI with a pass in the Intermediate level Examination of the Institute of Chartered Accountants of Sri Lanka or its equivalent.

OR

(ii) Should possess a Higher National Diploma in Accountancy (HNDA) of Sri Lanka Institute of Advanced Technological Education(SLI ATE) or its predecessor.

AND

(b) Two (02) years of experience in Accounting/ Auditing in a Government/ State corporation or reputed private sector organization.

Age: Should not be less than Twenty-two (22) years and not more than Thirty (30) years.

06. Salary:

Rs. 100,000/- p.m. (All-inclusive Monthly Salary)

07. Method of Recruitment:

Selection by a structured interview

08. How to apply:

Self-prepared application form with full CV including relevant qualifications and experience should be forwarded to the **Director, Postgraduate Institute of Medicine, No. 160, Prof. Nandadasa Kodagoda Mawatha, Colombo 07** under registered cover to reach on or before 30.04.2024 or can be submitted through electronic mail to director@pgim.cmb.ac.lk.

Please note that all shortlisted applicants must make the necessary arrangements to attend the interview on the prescribed date, and no alternative interview dates will be provided under any circumstances.

Incomplete applications, applications without supporting documents, and applications received after the closing date will not be considered.

All the shortlisted candidates are required to submit the originals of their certificates at the interview.

Director,

Postgraduate Institute of Medicine,
No. 160, Prof. Nandadasa Kodagoda Mawatha,
Colombo 07.
25.03.2024