UNIVERSITY OF COLOMBO
SRI LANKA

VACANCIES
Post of Programme Assistant (on Contract Basis)

Applications will be entertained up to 10ᵗʰ May 2024 from suitably qualified applicants for the Post of Programme Assistants (on Contract basis) of the University of Colombo.

Qualifications:

- Should have passed the G.C.E. (O/L) examination in six (06) subjects at one sitting with credit pass in:
    - Sinhala Language/ Tamil Language
    - English Language/English Literature
    - Mathematics

    AND

    Should have passed in all three subjects at G.C.E. (A/L) examination (except Common General Paper and General English) at one sitting.

    PREFERENCE WILL BE GIVEN to those possess an acceptable qualification in Computer applications not less than six months duration, from a recognized institution.

- 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 20 - 30 years
Monthly Remuneration	:	Rs. 27,500/- + (COL) + EPF (12%) + ETF (3%) and government-approved allowance Rs. 5,000/- as per UGC Circular No. 02/2022
Period	:	five months on Contract Basis. (Renewable depending on the performance Maximum up to two years and the need of the University)

General Conditions

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

Self- prepared applications including contactable telephone numbers, email address together with photocopies of all relevant certificates and names, addresses and telephone numbers of two non-related referees should be forwarded to "**Deputy Registrar, Faculty of Graduate Studies, University of Colombo, No. 35/30, Prof. Stanley Wijesundara Mawatha, Colombo 07**" under registered cover on or **before 10ᵗʰ May 2024.** 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.

Acting Registrar
University of Colombo
Colombo 03
02.04.2024