



**UNIVERSITY OF COLOMBO  
SRI LANKA**

**VACANCIES (On Contract basis)**

Applications will be entertained from suitably qualified applicants for the following post at the University of Colombo.

**Programme Assistants**

**Minimum Qualifications**

1. A bachelor's degree from a university recognized by the UGC.  
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2. Preference will be given to those who possess the following.
  - a) Those who have work experience as a Programme Assistant at Higher Educational Institutes.
  - b) Those who possess an acceptable qualification in Computer Applications of not less than six months' duration obtained from a recognized institution.
  - c) Ability to handle the main software packages used for production of documents, presentations, Excel and other data bases as required by the University
  - d) Ability to work with Sinhala/ English/ Tamil word processing
  - e) Ability to work during weekends.
  - f) Good Communication and Organizational skills, a good working knowledge of English
3. Should be a citizen of Sri Lanka and should be a good character.

**Age** : Between 18 – 30 years  
**Remuneration** : Rs. 32,500/- + Cost of Living Allowance + EPF (12%) + ETF (3%) and government-approved allowance Rs. 5,000/- as per UGC Circular No. 02/2022

**Period of Contract** : One year

**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.

[https://drive.google.com/file/d/1mTF8rfjz8Lq58Kw2xm4OYr-E\\_VUe12rX/view?usp=drive\\_link](https://drive.google.com/file/d/1mTF8rfjz8Lq58Kw2xm4OYr-E_VUe12rX/view?usp=drive_link)

Downloaded 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 26.07.2024**. 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.

Registrar  
University of Colombo  
Colombo 03  
17.07.2024