



**UNIVERSITY OF COLOMBO, SRI LANKA**

**FACULTY OF MEDICINE**

**VACANCIES**

**POST OF TEMPORARY OFFICE ASSISTANT**

**Centre for Genetics & Genomics**

The Centre of Genetics & Genomics, Faculty of Medicine, University of Colombo is calling for applications from the qualified candidates for the following vacancy.

**POST – TEMPORARY OFFICE ASSISTANT**

**AGE :** Between 18 and 30 years on the closing date of application

**REQUIRED 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 settings.
2. Should be a citizen in Sri Lanka
3. Hard working skills.
4. Team working & good communication skills

**REMUNERATION :** Rs. 23,500/- + Cost of Living Allowance + EPF (12%) + ETF (3%) and government-approved allowance Rs. 5,000/- as per UGC Circular No. 02/2022  
(Total Package: 46,745.00)

**PERIOD OF CONTRACT :** 1 year

**GENERAL CONDITIONS**

This appointment is on a contract basis, initially for a period of one year. However, the University may consider extending the service of the selected candidate depending on satisfactory performance and the requirement of the university during the period of the contract.

Please send your self-prepared application along with the copies of relevant certificates (educational, professional, experience etc.) e- mail ([director@genetics.cmb.ac.lk](mailto:director@genetics.cmb.ac.lk)) **on or before 04-10-2024.**

Please check the University website ([www.cmb.ac.lk](http://www.cmb.ac.lk)) and ([med.cmb.ac.lk](http://med.cmb.ac.lk)).

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

Registrar  
University of Colombo  
94, Cumaratunga Munidasa Mawatha  
Colombo 3

19-09-2024