



## UNIVERSITY GRANTS COMMISSION

### VACANCY

#### **POST OF CALL CENTRE OPERATOR ON ASSIGNMENT BASIS**

The University Grants Commission will entertain applications from suitably qualified persons for the post of Call Center Operator on Assignment Basis initially for a period of 03 months.

#### **Qualifications:**

1. G.C.E (Ordinary Level) Examination in six subjects with credit passes in three subjects at not more than *two sittings*. The credit passes should include Sinhala/Tamil Language or Literature and English Language or Literature.
2. Should be conversant in the below languages to perform as a Call Centre Operator
  - **Sinhala & English OR**
  - **Tamil & English**

**Salary:** Rs. 50,000 p.m.

**Selection Criteria:** Selection will be made by interview

**Age:** Should be not less than 18 years and not more than 30 years of age on the closing date of applications

#### **APPLICATION PROCEDURE:**

- (i). Duly filled specimen application form should be sent to *Senior Assistant Secretary/Personnel, University Grants Commission, No: 20, Ward Place, Colombo 07* under registered cover along with copies of relevant certificates to reach on or before **10.12.2024** (Specimen application form is attached. **Applications sent in the specified form will only be accepted.**
- (ii). The name of the post in respect of which the application is sent, should be stated on the top left hand corner of the envelope.
- (iii). Applications received after the closing date and incomplete applications will not be entertained.
- (iv). University Grants Commission reserves the right to shortlist the candidates by following a suitable method..

**Secretary**  
**University Grants Commission**  
**No:20**  
**Ward Place**  
**Colombo-07**

November 29, 2024