



## University of the Visual and Performing Arts VACANCIES

Applications are called from suitably qualified candidates for the under-mentioned posts of this university until 15.08.2025.

### 1. Management Assistant (Grade III)

Qualifications:

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

AND

- (II) Should have passed in all subjects at G.C.E. (A/L) examination (except the Common General Paper) at one sitting.
- Passing in three (03) subjects under the old syllabus at one sitting would be sufficient for this purpose.

- (III) Preference will be given to those who possess the following;

- An acceptable qualification in computer applications of not less than six (06) months duration obtained from a recognized institute.

AND

- Two years of experience in the use of computer application packages.

- Other:
- Should be a citizen of Sri Lanka.
  - Should be physically and mentally fit to effectively discharge the duties of the post.
  - Should be of excellent moral character.

Salary Scale : UMN 1 (III) Rs. 49,475.00 - 17x540 - 58,655.00 (p.m.)

(In addition to the above salary government and UGC approved other allowances will be paid.)

Selection: a. By written test (75%) : The following subjects areas will be covered;

- Knowledge in Sinhala/ Tamil and English Language
- Intelligent quotient and General Knowledge
- Computer Literacy

AND

- An interview (25%)

- The examination paper will include questions both in English and Sinhala Languages.

Age: Should be not less than 18 years and not more than 30 years.

## 2. Works Aide (Grade III)

## 3. Security Guard (Grade III)

NOTE: For the above mentioned posts of 2 and 3;

Qualifications:

Should have passed the G.C.E. (O/L) Examination in six (06) subjects with at least two (02) credit passes in not more than two sittings.

Other: I. Should be a citizen of Sri Lanka.

II. Should be physically and mentally fit to effectively discharge the duties of the post.

III. Should be of excellent moral character.

Salary Scale: UPL 1(III) - Rs. 42,775.00 - 16x450 - 49,975.00 (p.m.)

(In addition to the above salary government and UGC approved other allowances will be paid.)

Selection: By a structured interview and/ or a trade test

Age: Should be not less than 18 years and not more than 45 years.

### Application Procedure:

01. The application form should be downloaded from the University website "[www.vpa.ac.lk](http://www.vpa.ac.lk)" The duly perfected application should be sent by Registered Post addressed to “**Senior Assistant Registrar/ Non Academic Establishment, University of the Visual and Performing Arts, 21, Albert Crescent, Colombo 07**” on or before **15<sup>th</sup> August 2025, 4.00 p.m.** The post applied for should be mentioned on the top left corner of the envelope containing the application.
02. Only the photocopies of all relevant certificates, certified by the candidate, should be attached to the application.
03. Only the applications submitted using the format downloaded from the above website will be accepted and the applications that do not fulfill the required qualifications, incomplete applications, the late applications, and those who have not attached documents to prove the experience will be rejected.
04. Applicants who are employed in Public or Corporation Service should direct their applications through Heads of Departments.
05. If any application is rejected, it will not be reconsidered for any reason whatsoever.
06. Please note that Sinhala and English are the official working languages of the university.

**Registrar,  
University of the Visual and Performing Arts.  
21, Albert Crescent  
Colombo 07  
24.07.2025**