



## UNIVERSITY OF COLOMBO

### VACANCIES

#### Post of Project/Programme Assistant (Contract basis)

Applications will be entertained up to 15<sup>th</sup> October 2025 from suitably qualified applicants for the Post of Project/Programme Assistant at the Faculty of Graduate Studies, Ageing Centre and the Staff Development Centre of the University of Colombo.

**Minimum Qualifications:**

- Should possess a degree from a recognized University
- Must be a citizen of Sri Lanka
- Should possess a good command of English

#### PREFERENCE WILL BE GIVEN

- To those who possess an acceptable qualification in Computer applications of not less than six months duration obtained from a recognized institution and
- ability of work with Sinhala and English word processing and
- Possesses one year experience in postgraduate programme assistant duties

**Age**

Between 18 and 45 Years of age on the closing date of applications.

**Monthly Remuneration**

Rs. 32,500/- + Cost of Living Allowances +ETF + EPF + allowances Rs. 5000/-

### **GENERAL CONDITIONS**

This appointment is on **contract 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.

Self- prepared applications including contact telephone numbers together with certified 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, Colombo 07** via registered post and pdf version of the soft copy forward to the email: **dean.office@fgs.cmb.ac.lk** only to reach on or before **15<sup>th</sup> October 2025**.

Registrar,  
University Of Colombo  
Colombo 03.  
02.10.2025