

# NOTICE

## Post of Programme/Clerical Assistants on Assignment Basis

Applications are invited for the Post of Clerical/Programme Assistants on assignment basis for a period of two (02) years (with a service break) at the Faculty of Management and Finance, University of Colombo.

Qualifications:

1. Should have passed the G.C.E.(O/L) examination in six (06) subjects at **one sitting** with credit passes in Sinhala Language, Mathematics & English Language.  
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2. Should have passed in all subject at the G.C.E. (A/L) examination (except the common general paper) at **one sitting**.  
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3. Minimum of Six months training as a Programme Assistant/Computer Application Assistant/Clerk/Management Assistant/Secretary.

Note : Applicant should work any 5 days in a week including Saturday and Sunday.

Age : Not more than 30 years.

Salary : Negotiable

Selection: By an interview

Application should be handed over to the Senior Assistant Registrar, Faculty of Management & Finance, University of Colombo or email [sar@fmf.cmb.ac.lk](mailto:sar@fmf.cmb.ac.lk) on or before **06<sup>th</sup> October 2021** along with copies of certificates.

Registrar  
University of Colombo

23-09-2021