

NOTICE

Post of Programme Assistant/Clerical Assistant on Assignment Basis

Applications are invited for the Post of Programme Assistant/Clerical Assistant on assignment basis 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.
- Maximum Service Period: 2 Years (With Service Break)
- This is purely an assignment basis position. You will have no right to claim for a permanent position.
- Salary : Basic- Rs. 21,550/- + COL Rs. 7,800/- (Government approved allowance Rs. 5000/- + EPF 12 % +ETF 3%) will be paid.
- Selection: By an interview

Self prepared application, copies of certificates (O/L, A/L, experience, Birth Certificate, NIC and other certificates) should be send by registered post or handed over to the Deputy Registrar, Faculty of Management & Finance, University of Colombo or email dr@fmf.cmb.ac.lk on or before 28th August 2023.

Registrar
University of Colombo

14-08-2023