



**UNIVERSITY OF COLOMBO
SRI LANKA**

VACANCY (ON CONTRACT)

Programme Assistant/Project Assistant (On Contract Basis)

Applications are invited for the Post of Programme Assistant/Project Assistant on Contract basis at the Faculty of Management and Finance. University of Colombo.

Minimum Qualifications

1. Should have passed the G.C.E. (O/L) Examination in six (06) subjects at one sitting with credit passes in Sinhala/Tamil Language, English Language/ English Literature, and Mathematics.
2. Should have passed all the subjects in G.C.E. (A/L) Examination at one sitting (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.)

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3. Minimum of Six months training as a Programme Assistant/ Computer Application Assistant/ Clerk/ Management Assistant/ Secretary.
4. Should be a citizen of Sri Lanka and should be a good character.

Age	:	Between 18 – 30 years
Remuneration	:	Rs. 27,500/- + Cost of Living Allowance + EPF (12%) + ETF (3%) and government-approved allowance Rs. 5,000/- as per UGC Circular No. 02/2022
Period of Contract	:	Two Years

These appointments are on contract basis, initially for a period of two years. However, the University may consider extending the services of the selected candidates depending on satisfactory performance and the requirement of the university during the period of the contract.

Self-prepared application, copies of certificates (O/L, Birth certificates NIC, working experience certificates and other certificates) should be submitted through the Google form.

All applications should be submitted by filling out the Google Form under the relevant link ([LINK: https://forms.gle/Kj9uPqWnKrWRRouh7](https://forms.gle/Kj9uPqWnKrWRRouh7)).

Applications received after the closing date 13/03/2024) will not be considered. Incomplete applications will be rejected.

Acting Registrar
University of Colombo

20-02-2024