



University of Colombo Sri Lanka

Office Assistant (Contract Basis)-Faculty

Applications are invited for the Post of Office Assistant on a Contract basis at the Faculty of Management & Finance, University of Colombo.

Qualifications:

1. Should have passed the G.C.E. (O/L) examination in six (06) subjects with at least two credit passes in not more than two sittings.
2. Should be a citizen of Sri Lanka.
3. Should be not less than 18 years and not more than 30 years of age on the closing date of the application.
4. Should be of good character and sound physical health.

Preferences

1. Working experience of at least a six-month period.
2. Ability to handle multimedia projectors, sound systems, and basic computer literacy will be an added qualification.

Note : The appointment will be initially for a period of five months based on the Performance will be extended for a further period.

Salary: Basic- Rs. 23,500/- . Cost of Living Allowance (COL) + EPF 12% + ETF 3% + Rs. 5,000/- will be paid.

Selection: By a structured interview

All applications should be submitted by filling out the Google Form under the relevant link (LINK: <https://forms.gle/rcV5fBQzdTg3RqRD7>)

Applications received after the closing date (**28th July 2025**) will not be considered. Incomplete applications will be rejected.

Registrar
University of Colombo

02-07-2025