



University of Colombo
Sri Lanka
Vacancy (Post of Office Assistant on Assignment Basis)
Walk in Interview

Suitable Applications are invited for walk in interview for the post of Office Assistant on Assignment basis at the Postgraduate & Mid-Career Development Unit of the Faculty of Management & Finance, University of Colombo on 29-09-2026 between 10.00 a.m. to 01.00 p.m.

Venue: "Old Conference Hall " Dean's Office, Faculty of Management and Finance

The candidates should possess the following 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 settings.
2. Should be a citizen in Sri Lanka.
3. Should be not less than 18 years and not more than 45 years of age on the closing date of application.
4. Should be of good character and sound physical health.
5. Working experience at least six-month period.
6. Ability to;
 - (a) Operate photocopier, multimedia projectors, sound system and basic, arranging lecture halls for special academic events
 - (b) Cleaning and facilitating the conduct of lectures.
 - (c) Prepare tea and serving at the events.
 - (d) Work independently without supervision.
 - (e) Basic computer literacy.

Remuneration: A Total remuneration of Rs. 835,935/- payable in 12 equal monthly installments based on work completed.

General Condition

- (a) This appointment is on contract basis, initially for a period of **one year**. However, the University may consider extending the service of the selected candidate depending on satisfactory performance maximum up to **two years** and the requirements of the University during the period of the contract.
- (b) Five working days including Saturday and Sunday.

All applicants should bring a CV, original certificates of O/L Examination, working experience certificates, extracurricular activities, birth certificate, National Identity Card and certified set of photocopies.

Registrar
University of Colombo
94, Cumaratunga Munidasa Mawatha
Colombo 03.

10-09-2026