



**University of Colombo, Sri Lanka**  
**Vacancies**

Applications are invited for the following vacant posts at the University of Colombo **only from employees who are currently in permanent service in University System, the University Grants Commission, or other Higher Educational Institutions, and who have been confirmed in their substantive posts.**

All applicants must complete the application form through the Google form link posted on the University of Colombo website (cmb.ac.lk) [<https://forms.gle/GqW1xo8i5R8M9bjc9>]. **(For this, please follow the instructions attached herewith.)** A hard copy of the completed application, together with certified copies of relevant certificates, should be forwarded through the Secretary/Registrar/Administrative Officer/Director of the institution where the applicant is served. The documents must be sent by registered post to the **Senior Assistant Registrar, Non-Academic Establishments Branch, University of Colombo, No. 94, Kumaratunga Munidasa Mawatha, Colombo 03**, on or before **01.10.2025**. Submitting the application online as well as sending the hard copy with certified copies of certificates is compulsory. Applications that do not comply with this requirement will be rejected.

At the closing date of applications, candidates must possess the required qualifications and experience specified for each post. Applications that are **incomplete, hand-written, submitted without attaching certified copies of relevant certificates to prove qualifications and experience, submitted using sample forms, or received after the closing date will be rejected.** Once rejected, such applications will not be reconsidered under any circumstances.

## **01. Audit Assistant Grade II**

### **Qualifications:**

1. Should have passed the G.C.E. (O/L) examination in six (06) subjects at one sitting with credit passes in.

- I. Sinhala Language/Tamil Language
- II. English Language/English Literature
- III. Mathematics

**AND**

2. Should have passed in all subjects at G.C.E.(A/L) examination (except the Common General Paper) at one sitting.

(Passing in 3 subjects under the old syllabus at one sitting would be sufficient for this purpose.)

**AND**

3. Post specific qualifications

- a. Preliminary Level/Licentiate I/Foundation level/CAB I/Executive level of Institute of Chartered Accountants in Sri Lanka or equivalent.

**OR**

- b. Foundation Level of Chattered Institute of Management Accountants (CIMA).

**OR**

- c. Higher National Diploma in Accountancy (HNDA) of Sri Lanka Institute of Advanced Technological Education (SLIATE).

**OR**

- d. Membership of Association of Accounting Technicians (AAT) of Association of Accounting Technicians of Sri Lanka.

**AND**

4. Minimum of two (02) years' experience in Auditing in state Corporation or recognized Private Organization.

Preference will be given to those who possess an acceptable qualification in computer applications of not less than six (06) months duration obtained from a recognized institute.

**Note;**

In the case of Internal Candidates, experience in Accounting/Auditing in the University System/Public Sector/ Recognized Private Organization may be considered for the purpose of reckoning experience in Auditing mentioned in 4 above.

**Salary Scale** : UMN 2 (II) - Rs. 61,275 – 18 x 890 – 77,295 (p.m.)

**Method of Recruitment** : By Written Examination and/or Interview

## **02. Technical Officer Grade II Segment "A"**

**Qualifications:**

1. National Diploma in Technology or equivalent Qualification.

**OR**

2. Higher National Diploma in Engineering.

**OR**

3. Higher National Diploma in the relevant field.

**OR**

4. Diploma in the relevant field of at least two years' full-time duration obtained from a recognized Institute with one year experience in the relevant field.

The following fields will be considered for the above 1 to 4.

- Medical Laboratory
- Polymer and Chemical
- Mechanical Engineering
- Microbiology, Molecular Biology
- Biotechnology
- Botanical Science
- Agriculture or/and Environmental Science/Environmental Engineering
- Analytical Chemistry
- Radiography/Medical Imaging Technology
- Nuclear Science
- Bioinformatics
- Ecology
- Environmental Conservation and Management
- Any other fields relevant to above fields

Preference will be given to those who possess the following.

- a) Degree in Medical Laboratory Technology/ Medical Laboratory Science
- b) Degree in Biomedical Sciences /Molecular Biology and Biotechnology
- c) Degree in Microbiology
- d) Degree in Analytical Chemistry
- e) Degree in fields of Electronics/Mechanical Engineering /Chemical Engineering/ Science
- f) Degree in Radiography/Medical Imaging Technology
- g) Degree in Nuclear Technology
- h) Degree in Environmental Science
- i) Registration with the Sri Lanka Medical Council to Practice as a Medical Laboratory Technologist
- j) Registered Radiographer

**Salary Scale** : UMT 1 (II)- Rs. 57,435 - 7x640; 9x890 – 69,925 (p.m.)

**Method of Recruitment** : By practical test and Interview.

### **03. Supervisor (Electrical) Grade III**

#### **Qualifications:**

1. National Certificate in Technology or equivalent qualifications with 3 years' experience may be obtained while following the NCT course.

**OR**

2. G.C.E. (O/L) Examination in 6 subjects at not more than two sittings with at least 5 years' experience as Supervisor in the relevant field in a Government, Local Government or State Corporation or a recognized Engineering Establishment.

**Salary Scale** : UMT 1 (III)- Rs. 51,095–7x540;10x640-60,575 (p.m.)

**Method of Recruitment** : By Written Examination and Interview.

#### **04. Supervisor (Civil) Grade III**

**Qualifications:**

1. National Certificate in Technology or equivalent qualifications with 3 years' experience may be obtained while following the NCT course.

**OR**

2. G.C.E. (O/L) Examination in 6 subjects at not more than two sittings with at least 5 years' experience as Supervisor in the relevant field in a Government, Local Government or State Corporation or a recognized Engineering Establishment.

**Salary Scale** : UMT 1 (III)- Rs. 51,095–7x540;10x640-60,575 (p.m.)

**Method of Recruitment** : By Written Examination and Interview.

#### **05. Trainee Technical Officer**

**Qualifications:**

1. (a) Passes in 6 subjects at the G.C.E. (Ordinary Level) Examination including 5 credits obtained in not more than 2 sittings. The credits passes should include Science and Mathematics:

**OR**

- (b) Passes in 6 subjects at the G.C.E. (Ordinary Level) Examination obtained in not more than three sittings and 08 years' satisfactory permanent service in the UGC or a Higher Education Institution/Institute. The subjects passed should include Science and Mathematics:

**OR**

- (c) 15 years' satisfactory permanent service as a Laboratory Attendant in a Higher Educational Institution/Institute.

**Salary Scale** : UMT 1 (III)- Rs. 51,095–7x540;10x640-60,575 (p.m.)

**Method of Recruitment** : By aptitude test and Interview.

## **06. Technical Officer (ICT) Grade III**

### **Qualifications:**

1. Should have passed in three (3) Subjects at the G.C.E. (A/L) examination in one sitting in any stream.

**AND**

2. Having obtained a certificate of proficiency not below than the N.V.Q. Level 5 issued by a Technical/ Vocational Training Institute accepted by the Tertiary and Vocational Education Commission or recognized institution in the field of Information Communication and Multimedia Technology/ Information and Communication Technology/ Information Technology or Equivalent.

**Note** : Preference will be given for those who have work experience in ICT.

**Salary Scale** : UMT 1 (III)- Rs. 51,095–7x540;10x640-60,575 (p.m.)

**Method of Recruitment** : By Written and/or Practical test and Interview.

## **07. Technical Officer (Audio Visual) Grade III**

### **Qualifications:**

1. Should have passed in three (3) Subjects at the G.C.E. (A/L) examination in any stream.

**AND**

2. Having obtained a certificate of proficiency not below than the N.V.Q. Level 5 in the field of Electronics and Telecommunication/Electronics/ Multimedia or Audio Visual Techniques from an Institution recognized by Tertiary and Vocational Education Commission or a statutory Institution which has been established by an Act passed by the Parliament.

**OR**

3. Having obtained technical qualifications in the field of Electronics and Telecommunication/Electronics/ Multimedia or Audio Visual Techniques accepted as equivalent to the above qualifications of (ii) (a) by Tertiary and Vocational Education Commission with one year experience in Audio Visual work in a reputed organization.

**Salary Scale** : UMT 1 (III)- Rs. 51,095–7x540;10x640-60,575 (p.m.)

**Method of Recruitment** : By Written and/or Practical test and Interview.

## 08. Technical Officer (Civil) Grade III

### Qualifications:

1. Should have passed in three (3) Subjects at the G.C.E. (A/L) examination in one sitting in Physical Science stream.

**AND**

2. Having obtained a certificate of proficiency not below than the N.V.Q. Level 5 issued by a Technical/ Vocational Training Institute accepted by the Tertiary and Vocational Education Commission or recognized institution in the field of Civil Engineering or Equivalent.

**Salary Scale** : UMT 1 (III)- Rs. 51,095–7x540;10x640-60,575 (p.m.)

**Method of Recruitment** : By Written and/or Practical test and Interview.

## 09. Library Information Assistant Grade III

### Qualifications:

1. Should have passed G.C.E.(O/L) Examination in six (06) subjects with at least three (03) credit passes in not more than two sittings with passes in –
  - a) Sinhala Language/Tamil Language
  - b) English Language/English Literature
  - c) Mathematics.

**AND**

2. Should hold a permanent post in a Primary Level carrying a salary scale denoted by the salary code of UPL & be confirmed in a Primary Level (UPL) post with five (05) years of continuous satisfactory service in Library of a Higher Educational Institution.

### Note:

Preference will be given for who have obtained acceptable Qualification in computer applications of not less than six (06) months duration from a recognized Institute.

**Salary Scale** : UMN 1 (III)- Rs. 49,475 - 17x540 - 58,655 (p.m.)

**Method of Recruitment** : By Written Examination and Interview.

## 10. Driver Grade III

### Qualifications:

1. Having obtained the license issued by the Commissioner General of Motor Traffic for driving heavy vehicles and minimum of three (03) years' experience in driving after obtaining the driving license.

**AND**

2. Completion of minimum five (05) years satisfactory service in a post in the category of Primary Semi Skilled (U-PL 2) or Primary Unskilled (U-PL 1) and confirmed in the present Post.

**Salary Scale** : UPL 3 (III) – 48,005 – 16x490 – 55,845 (p.m.)  
**Method of Recruitment** : By Trade Test and Interview

### **11. Electrician Grade III**

### **12. Mason Grade III**

### **13. Mechanic Grade III**

For the above Posts No. 11, 12, and 13

#### **Qualifications:**

1. Employees in Primary Level Semi-Skilled (U-PL2) or Un-Skilled (U-PL 1) who have been confirmed in the present post and having obtained a Proficiency Certificate not below than the National Vocational Qualification (NVQ) Level 4 issued by a Technical/Vocational training institute accepted by the Tertiary and Vocational Education Commission, relevant to the function of above post.

**OR**

2. Employees in Primary Level Semi-Skilled (U-PL 2) or Un-Skilled (U-PL 1) who have been confirmed in the present post and completed a minimum of five (05) years working experience in the relevant field with skills not below than the National Vocational Qualification (NVQ) Level 2 proven at a trade test.

In addition, applicants must.

- a) Should be a citizen of Sri Lanka.
- b) Should be physically and mentally fit to the discharge the duties of the post well and to serve in any part of the island.
- c) Should be of excellent moral character.

**Salary Scale** : UPL 3 (III) – 48,005 – 16x490 – 55,845 (p.m.)  
**Method of Recruitment** : By Trade Test and Interview

## 14. Laboratory Attendant Grade III

### Qualifications:

1.

- I. Employees of Primary Level Unskilled (U-PL 1) who have been confirmed in the present post and should have passed the G.C.E. (O/L) Examination in six (06) subjects with at least two (02) credit passes in not more than two sittings and having obtained a proficiency certificate not below than the National Vocational Qualifications (NVQ) Level 2 or 3, issued by a Technical/Vocational training institute accepted by the Tertiary and Vocational Education Commission, relevant to the function of each post.

**OR**

- II. Employees of Primary Level Unskilled (U-PL 1) who have been confirmed in the present post and should have passed the G.C.E. (O/L) Examination in six (06) subjects with at least two (02) credit passes in not more than two sittings and one (01) year working experience in a relevant field with industrial skills.

**OR**

2. Employees of Primary Level Skilled (U-PL 1) who have been confirmed in the present post and completed a minimum of five (05) years' working experience in the relevant field with industrial skills.

<b>Salary Scale</b>	:	UPL 2 (III) – 44,575 – 16x490 – 52,415 (p.m.)
<b>Method of Recruitment</b>	:	By Trade Test and Interview

### Note:

The placement of salaries for these posts will be made in accordance with Section 6.5 and Sub-section 26 of Chapter VI of the Establishment Code of the University Grants Commission and Higher Educational Institutions – 2023.

**Registrar**

University of Colombo

18.09.2025