



UNIVERSITY OF COLOMBO
SRI LANKA
VACANCIES

Applications will be entertained from suitably qualified applicants for the following post at the Accounts Branch, University of Colombo.

Account Assistants (On Contract)

Minimum Qualification

1. Degree in Finance/Accountancy/ Business Management from a recognized University.

Preferences

- i. Business level 1 in the Institute of Chartered Accountants of Sri Lanka (CASL) or equivalent qualification.
- ii. Member of the Association of Accounting Technicians of Sri Lanka (MAAT)

Note : Must be a citizen of Sri Lanka.

Should have Procurement Knowledge.

Should possess a good command of English.

Must be proficient in using computer application software.

Should demonstrate strong analytical and communication skills.

Must have a good character.

Age	:	Between 18 – 45 years
Remuneration	:	Rs. 32,500/- + COL Rs.17,800/- + Allowance Rs.5,000/- + EPF (12%)+ ETF (3%)
Period of Contract	:	One Year

GENERAL CONDITIONS

This appointment will be on a contract basis, initially for a period of one year. The University may, at its discretion, consider extending the contract based on the satisfactory performance of the selected candidate and the requirements of the University during the contract period.

Applicants should submit the *duly completed Standard Application Form* available on the University website, along with *certified copies* of relevant educational (including transcripts), professional, extra-curricular, and service certificates.

The applications should be sent both by email to hrdeansoffice@med.cmb.ac.lk and by registered post to the **Assistant Registrar, Faculty of Medicine, University of Colombo, No. 25, Kynsey Road, Colombo 08**, on or before **26.10.2025**.

The Standard Application Form can be downloaded from the University websites — www.cmb.ac.lk and med.cmb.ac.lk.

Applicants who are currently employed in a Higher Educational Institution, Government Department, or Government Corporation must submit their applications through the respective Head of the Institution, with the official recommendation. Incomplete applications and those received after the closing date will be rejected.

Registrar
University of Colombo
Colombo 03.
14.10.2025