



**UNIVERSITY OF COLOMBO  
SRI LANKA**

**VACANCIES**

**Post of Management Assistant (on a Contract Basis)**

Applications will be entertained up to 02<sup>nd</sup> July 2025 from suitably qualified applicants for the Post of Management Assistants (on a Contract basis) of the University of Colombo.

***Qualifications:***

1. Should have passed G.C.E. (O/L) Examination in six 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).
3. Preference will be given to those who possess the following.
  - a) An acceptable qualification in computer applications of not less than six (06) months duration obtained from a recognized institute.

**AND**

- b) Two years of experience in the use of computer application packages.

**Note: Eligibility**

- a. Should be a citizen of Sri Lanka.
- b. Should be of good character.

**Age** : Between 18 - 30 years

**Monthly Remuneration** : Rs. 49,475/- + (COL) + EPF (12%) + ETF (3%) (Commission Circular No. 02/2025)

**Period** : One year on a contract Basis. (Renewable, depending on the performance Maximum up to two years, and the needs of the University)

**General Conditions**

This appointment is **on a contract basis** initially for one year. However, the University may extend the service to a maximum of two years to the selected candidate, depending on work requirements and satisfactory performance during the period of assignment.

Self- prepared applications including contactable telephone numbers, email address together with photocopies of all relevant certificates and names, addresses and telephone numbers of two non-related referees should be forwarded to “**Senior Assistant Registrar, Faculty of Graduate Studies, University of Colombo, No. 35/30, Prof. Stanley Wijesundara Mawatha, Colombo 07**” under registered cover on or **before 02<sup>nd</sup> July 2025**. The post applied for should be marked on the top left-hand corner of the envelope. Applications without photocopies of relevant certificates will be rejected.

Applications received after the closing date of the applications will not be considered. Incomplete applications will be rejected.

Registrar  
University of Colombo  
Colombo 03  
21<sup>st</sup> June 2025