



**University of Colombo
Sri Lanka**

Vacancy for the post of Management Assistants (On Contract)

Applications are invited from suitable candidates for the the post of Management Assistants (on Contract) to serve in the Faculty of Arts, University of Colombo.

Minimum Qualifications

1. Should have passed the G.C.E (O/L) Examination in six subjects (06) at one sitting with credit passes in :
Sinhala Language / Tamil Language
English Language / English Literature
Mathematics
&
2. Should have passed in all subjects at the G.C.E.(A/L) examination (except the Common General paper) at one sitting. (Passing in three 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: &
(b). Two years of experience in the use of computer application packages.

Note :

- (a). Should be a citizen of Sri Lanka.
- (b). Should be not less than 18 years and not more than 30 years of age on the closing date of applications.
- (c.) Should be of good character.

Remuneration : Rs. 49,475/= + COL Rs. 17,800/-+ EPF + ETF

Period of Contract: Two years

General Conditions

This appointment is on a contract basis, initially for a period of 6 months. However, the University may consider extending the service of the selected candidate depending on satisfactory performance and the requirements of the University during the period of the contract.

Please fill the online application : <https://forms.gle/uci19HcGec9XTZVK7> on or before **25.10.2025**.

Application received after the deadline / incomplete applications will not be considered.

Registrar
University of Colombo

14.10.2025