



**Vacancy  
Postgraduate Unit  
Faculty of Law  
University of Colombo  
Post of Office Assistant (on contract basis)**

Applications are invited from suitable candidates for the post of **Office Assistant** (on contract basis) to serve in the Postgraduate Unit, Faculty of Law, University of Colombo.

**Qualifications**

- 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 sittings.
- Must be a citizen of Sri Lanka.
- Must be not less than 18 years and not more than 45 years of age on the closing date of applications.
- Must be of good character and in sound physical health.
- The ideal candidates should have the skills including Photocopy and Scanning.

**Remuneration**

Salary: Basic- Rs. 23,500/- + Cost of Living Allowance +(Government approved allowance Rs. 5000/- + EPF+ETF will be paid)

**Selection**

By an interview

This appointment is on a contract basis, initially for a period of one year. However, the University may consider extending the service of the selected candidate up to 2 years depending on satisfactory performance and the requirements of the University during the period of the contract.

All applications should be submitted by filling out the Google Form under the relevant link on or before 06.02.2026

Google Form Link: <https://docs.google.com/forms/d/e/1FAIpQLScwXvJclHFzIpKx5bYxkzCJEf3MnNuYG3iroHL7sv-dHVRlQ/viewform?usp=header>

Registrar  
University of Colombo  
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