



**University of Colombo
Sri Lanka**

NOTICE

Post of Office Assistant on a Contract Basis- PGMCDU

Applications are invited from suitably qualified candidates for the Post of **Office Assistant** on a Contract basis at the Postgraduate & Mid-Career Development Unit of the Faculty of Management & Finance, University of Colombo.

The candidates should possess the following qualifications:

1. 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.
2. Should be a citizen of Sri Lanka.
3. Should be not less than 18 years and not more than 45 years of age on the closing date of the application.
4. Should be of good character and sound physical health.

Preferences

1. Working experience of at least a six-month period.

Ability to,

- (a) Operate photocopier, arranging lecture halls for special academic events
- (b) Decorating, cleaning and facilitate lecturers to conduct classes.
- (c) Work on weekends and long hours.
- (d) Prepare tea for the Staff.
- (e) Work independently without supervision.

Note: The appointment will be initially for five months based on the performance will be extended for a further period.

Salary: Basic- Rs. 23,500/-. Cost of Living Allowance (COL) + EPF 12% + ETF 3% + Rs. 5,000/- will be paid.

Selection: By a structured interview.

All applications should be submitted by filling out the Google Form under the relevant link
LINK: <https://forms.gle/r32Ak9RP5YPpownR8>

Applications received after the closing date (**28th July 2025**) will not be considered. Incomplete applications will be rejected.

Registrar
University of Colombo
02-07-2025