



**UNIVERSITY OF COLOMBO
SRI LANKA**

VACANCIES (TEMPORARY BASIS)

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

Press Helper (Male) On Contract- 01 Vacancy

Job Responsibilities

- Assist the Press Coordinator in the operation of the assigned Digital/Sheet-fed Press.
- Primary responsible for setting up the feeder end of the press and preparing/hanging paper digital press and if necessary, plates for sheet-fed machine.
- Continually pre-load the feeder so when one person is cleaning the output trays at the delivery.
- Work directly with the press coordinator in planning the next job.
- Adhere to and follow all safety policies and procedures and good housekeeping practices.
- Assist press coordinator in routine maintenance.
- Assist other press operators whenever possible by locating paper and/or loading paper.

Minimum 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. At least two years' experience in a relevant field (i.e. – Operating Binding Machine and Guillotine machine).

Age : between 21 and 45 years on the closing date of application

Remuneration : Basic Salary Rs. 42,775/- + Cost of Living Allowance (Rs.17,800/-)
+ EPF (12%) + ETF (3%)

Period of Contract : One year

GENERAL CONDITIONS

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 depending on satisfactory performance and the requirements of the university during the period of the contract.

Applications can be downloaded from the website www.cmb.ac.lk.

Duly filled applications should be sent to “**Senior Assistant Registrar/ Non-Academic Establishments, University of Colombo, 94, Cumaratunga Munidasa Mawatha, Colombo 03**” by registered post on or before **15.08.2026**. The post applied for should be marked on the top left-hand corner of the envelope. Certified photocopies of the relevant certificates should be sent to verify the eligibility and please note that the applications which are not supported with such certificates will be rejected.

Registrar
University of Colombo
Colombo 03
31.07.2026