



UNIVERSITY OF COLOMBO

VACANCIES

Post of Programme Assistant (Contract basis)

Applications will be entertained up to 16th January 2026 from suitably qualified applicants for the Post of Programme Assistant at the Faculty of Graduate Studies of the University of Colombo.

Minimum Qualifications:

- Should possess a degree from a recognized University
- Must be a citizen of Sri Lanka
- Should possess a good command of English

PREFERENCE WILL BE GIVEN

- To those who possess an acceptable qualification in Computer applications of not less than six months duration obtained from a recognized institution and
- ability of work with Sinhala and English word processing and
- Possesses one year experience in postgraduate programme assistant duties

Age

Between 18 and 45 Years of age on the closing date of applications.

Monthly Remuneration

Rs.32,500/- + Cost of Living Allowances (17,800/-) + ETF + EPF and Special Allowances Rs. 17,500/-.

GENERAL CONDITIONS

This appointment is on **contract basis** initially for a period of five months. However, the University may extend the service of the selected candidate depending on work requirements and satisfactory performance during the period of assignment.

Self- prepared applications including contact telephone numbers and email address together with certified photocopies of all relevant documents and certificates (National Identity Card, Educational qualifications, Professional qualification, letter to prove the experiences and extracurricular activities) and names, addresses and telephone numbers of two non-related referees shall be forwarded to Deputy Registrar/Faculty of Graduate Studies, University of Colombo, Colombo 07 via registered post. The pdf version of the soft copies compiled to one document shall be forward to the email: **dean.office@fgs.cmb.ac.lk ONLY** to reach before **12.00noon on 16th January 2026**.

Registrar,
University Of Colombo
Colombo 03.
08.01.2026