



National Education Research and Evaluation Centre (NEREC)
Faculty of Education, University of Colombo

Advertisement
Post of Secretarial Assistant (on Assignment Basis)

Applications are invited for the Post of Secretarial Assistant (on assignment basis) for the two National Level Research Studies conducted by NEREC of the Faculty of Education, University of Colombo.

Number of Posts: 02

Secretarial Assistant (Sinhala/English) - 01

Secretarial Assistant (Tamil/English) - 01

Qualifications

1. Should have passed the G.C.E.(O/L) examination in six (06) subjects with credit passes in Sinhala Language/Tamil Language, Mathematics and English Language.
&
2. Should have passed in all subjects at the G.C.E.(A/L) examination (except the Common General paper)
&
3. Minimum of Two years' experience in secretarial work
4. Good working knowledge of English and MS Office
5. Ability of typing in Sinhala/English
Tamil/English

Note – The appointment will be for **a period of eight months**.

Monthly allowance – Rs.50,000.00 (all inclusive)

Selection – By an Interview. Only short listed applicants will be called for the interview.

Applications should be emailed to ngamaethige@nrec.cmb.ac.lk on or 29th October 2026.

Registrar
University of Colombo
22.10.2026