



Post of Secretary (On Assignment Basis)
Centre for Contemporary Indian Studies (CCIS)
University of Colombo

WALK-IN -INTERVIEW

Suitably qualified candidates are invited to attend a Walk-in-Interview for the post of secretary at the Centre for Contemporary Indian Studies (CCIS), University of Colombo funded by the High Commission of India, Colombo.

The Centre for Contemporary Indian Studies (CCIS) is located at the University of Colombo to promote research, teaching, exchange of staff and students between the two countries and other activities connected with developing knowledge in Sri Lanka on contemporary Indian studies.

The date, time and venue of the interview are as follows.

Date: 03 March 2026

Time: 9.00 am

Venue: Board Room, Faculty of Graduate Studies (University of Colombo)

The candidate should possess the following qualifications.

- BA degree from a recognized university preferably from the field of International Relations/History/Sociology/Political Science or in relevant discipline.
- Age below 35 years.
- Excellent command of written and spoken English and good communication and PR skills.
- Should possess good computer literacy skills.
- Minimum 01-year work experience in a similar capacity.

The ideal candidate should be able to handle correspondence and administrative functions of the Centre under the guidance of the Director/CCIS.

Remuneration: The successful candidate will receive a consolidated monthly remuneration of 55,000.00. In addition, the university will contribute 12% EPF and 3%ETF.

(Basic Salary of Rs. 37,200.00+Rs. 17,800.00 (cost of living allowance) +EPF+ETF)

Required Documents for the interviews:

1. Curriculum Vitae (CV)
2. Certificates of all academic and extracurricular activities (Original and Copies)
3. National Identity Card

Registrar
University of Colombo