

Vacancy – Post of Management Assistant (ON CONTRACT)

Published On 28/10/2022

UNIVERSITY OF JAFFNA, SRI LANKA

The University of Jaffna, Sri Lanka will entertain applications for the under-mentioned post from suitably qualified persons up to **11.11.2022**.

Post of Management Assistant – (ON CONTRACT)

REQUIRED QUALIFICATIONS AND EXPERIENCE

- Should have passed G.C.E (Ordinary Level) Examination in six subjects at **One Sitting** with credit passes in
 - Sinhala/ Tamil English
 - Language/ English Literature
 - Mathematics

AND

- Should have Pass in all subjects at G.C.E.(Advance Level) examination (except the common general paper) at **One Sitting** (Passing in 3 subjects under the old syllabus at one sitting would be sufficient)
- Preference will be given to those who possess the following;
- Fluency in English
- An acceptable qualification in computer applications of **not less than six (06) months duration** obtained from recognized institutes.
- Two years of experience** in the use of computer application packages.
- Should be **not less than 18 years and not more than 30 years of age** on the closing date of the application.

REMUNERATION AND OTHER CONDITIONS

- A monthly payment of Rs. 36,900 (fixed)
- This appointment is on full time contract basis for a period of six months, extendable as per need.

HOW TO APPLY:

Applications should be on **specified form** issued by the University. Application Form and other particulars for the above posts can be **downloaded only from Here**.

DOWNLOADS

- Application Form

Applicants should deposit the Application Fee of Rs.100.00 at any branch of the People's Bank in favour of **University of Jaffna** Collection Account Number: **970 0000 9000 0387**. A copy of the Bank Deposit Slip should be attached with the application as the proof of the payment of Application Fee.

Sample Deposit Slip is given below:

PEOPLE'S BANK		ආකේෂ පත ගෙවුම් පත Deposit Slip										Office Copy	
මාගේ ගිණුම් අංකය ගිණුම් අංකය Account Number		දිනය දිනය Date											
දෙපósito ගිණුම් අයිතිකරුගේ නම Name of Account Holder		9 7 0 0 0 0 0 0 9 0 0 0 0 3 8 7											
දෙපósito ගිණුමේ නම Name of Account		University of Jaffna											
දෙපósito ගිණුමේ අංකය Account No.		9 7 0 0 0 0 0 0 9 0 0 0 0 3 8 7											
දෙපósito ගිණුමේ හිමිකරුගේ නම Name of Account Holder		Your Full Name											
දෙපósito ගිණුමේ ලිපිනය Address		Your Address											
දෙපósito ගිණුමේ දුරකථන අංකය Tel. No.		Your Tel. No											
දෙපósito ගිණුමේ NIC අංකය NIC/PP/D.L. No.		Your NIC No											
දෙපósito ගිණුමේ අරමුණ Purpose		Name of the post you applied											
දෙපósito ගිණුමේ අත්සන Cash Depositor's Signature		Your Signature											
දෙපósito ගිණුමේ මුදල Amount		x 5000											
		x 2000											
		x 1000											
		x 500											
		x 200											
		x 100											
		x 50											
		x 20											
		x 10											
		Total											

All the Educational/Professional qualifications and experience obtained as at the closing date of the applications will only be considered when evaluating the candidates. Application without the copy of the supportive documents for Educational/Professional and Experience will be rejected.

The envelope containing the duly filled application form must bear title of the post which you are applied for on its top left hand corner and send under registered post to reach us **on or before 11.11.2022** to the following address

Assistant Registrar
Faculty of Graduates Studies,
University of Jaffna
Palaly Road,Thirunelvely,
Jaffna.

Applicants from Government Departments, State Corporations and Statutory Bodies should apply through their Heads of respective Institutions. Advance copies of applications may be sent in the first instance. However, no such applicant will be considered for appointment if the application routed through the Head of Department is not received.

Incomplete and illegible applications and applications that are received after the closing date will be rejected without intimation.

REGISTRAR

UNIVERSITY OF JAFFNA