

Post of Office Assistant - Faculty of Management & Finance

Applications are invited from suitably qualified candidates for the Post of Office Assistant on assignment basis at the Postgraduate & Mid-Career Development Unit of the Faculty of Management & Finance.

The candidates should possess the following qualifications:

1. Should be a citizen in Sri Lanka.
2. Should have passed the G.C.E. (O/L) examination.
3. Age between 30 to 45 years of age on the closing date of application.
4. Should be of good character and sound physical health.
5. Ability to;
 - a. Operate photocopier, arranging lecture halls for special academic events (decorating, cleaning) and facilitate lecturers to conduct class.
 - b. Work on weekend and long hours.
 - c. Prepare tea for the Staff.
 - d. Work independently without supervision.

Note : Assignment initial will be two years.

Salary : Basic- Rs. 20,000 (In addition EPF+ETF will be paid) + COL Rs. 7,800, Government allowance Rs. 5,000 as per UGC circular no 02/2022.

Selection: By a structured interview.

Self-prepared application, copies of certificates (Birth certificates, NIC and other working experience certificates) should be posted under registered post/email (dean-office@fmf.cmb.ac.lk) to the Deputy Registrar, Faculty of Management & Finance, University of Colombo on or before 18th April 2023.

Registrar

University of Colombo