



UNIVERSITY OF COLOMBO

SRI LANKA

VACANCIES

Applications will be invited by this University for the following posts from those who possess required qualifications.

01. AUDIT ASSISTANT GRADE II

Qualifications :

1. Should have passed the G.C.E (O/L) Examination in six (06) subjects at one sitting with credit passes in

- I. Sinhala Language/ Tamil Language
- II. English Language/ English Literature
- III. Mathematics

AND

2. Should have passed in all subjects at G.C.E. (A/L) Examination (except the common General Paper) at one sitting . (Passing in 3 subjects under the old syllabus at one sitting would be sufficient for this purpose)

AND

3. Post specific qualifications :

a) Preliminary Level/ Licentiate 1/ Foundation Level / CAB I / Executive level of Institute of Chartered Accountants in Sri Lanka or equivalent.

or

b) Foundation Level of Chartered Institute of Management Accountants (CIMA).

or

c) Higher National Diploma in Accountancy (HNDA) of Sri Lanka Institute of Advanced Technological Education (SLIATE)

or

d) Membership of Association of Accounting Technicians (AAT) of Association of Accounting Technicians of Sri Lanka.

AND

4. Minimum of two (02) year experience in Auditing in State or recognized private Organization.

Preference will be given to those who possess an acceptable qualification in Computer Applications of not less than six (06) months duration obtained from a recognized institute.

Age : Should be not less than 18 years and not more than 45 years of age at the closing date of applications.

Salary scale : Rs. 37,275 -18x495 - 46,185 (Monthly) - U-MN 2 (II)

Method of Recruitment : Selection by interview

02. POST OF TECHNICAL OFFICER (ICT) GRADE III

Qualifications :

(i) Should have passed in three (3) subjects at the G.C.E(A/L) examination in one sitting in science subjects in the Science Stream; Subject combination/s to be decided by the Faculty concerned upon the recommendation of the Department.

AND

(ii) Having obtained a certificate of proficiency not below than the N.V.Q. Level 5 issued by a Technical / Vocational Training Institute accepted by the Tertiary and Vocational Education Commission or recognized Institution in the field of Information Communication and Multimedia Technology/ Information and Communication Technology/ Information Technology or Equivalent

• Preference will be given to those who have work experience in ICT.

Salary Scale : Rs. 31625-7X300-10X355-37275 p.m. - U-MT1(III)

Age : Should be not less than 18 years and not more than 45 years of age at the closing date of applications.

Method of Recruitment : Selection by written and/or practical test and an interview

03. POST OF TECHNICAL OFFICER (CIVIL) GRADE III

Qualifications :

(i) Should have passed in three (3) subjects at the G.C.E(A/L) examination in one sitting in Physical Science Stream

AND

(ii) Having obtained a certificate of proficiency not below than the N.V.Q. Level 5 issued by a Technical / Vocational Training Institute accepted by the Tertiary and Vocational Education Commission or recognized Institution in the field of Civil Engineering or Equivalent.

Salary Scale : Rs. 31625-7X300-10X355-37275 p.m. - U-MT1(III)

Age : Should be not less than 18 years and not more than 45 years of age at the closing date of applications.

Method of Recruitment : Selection by written and/or practical test and an interview

04. POST OF TECHNICAL OFFICER (MECHANICAL) GRADE III

Qualifications :

(i) Should have passed in three (3) subjects at the G.C.E (A/L) examination in one sitting in Physical Science Stream

AND

(ii) Having obtained a certificate of proficiency not below than the N.V.Q. Level 5 issued by a Technical/Vocational Training Institute accepted by the Tertiary and Vocational Education Commission or recognized Institution in the field of Civil Engineering or Equivalent.

Salary Scale : Rs. 31625 -7X300-10X355-37275 p.m. - U-MT 1 (III)

Age : Should be not less than 18 years and not more than 45 years of age at the closing date of applications.

Method of Recruitment : Selection by written and/or practical test and an interview

05. POST OF SUPERVISOR (CIVIL) GRADE III

Qualifications :

(i) National Certificate in Technology or equivalent qualifications with 3 years' experience may be obtained while following the NCT course.

or

(ii) G.C.E. (O/L) Examination in 6 subjects at not more than two sittings with at least 5 years' experience as Supervisor in the relevant field in a Government, Local Government or State Corporation or a recognized Engineering Establishment.

Age : Not more than 45 years

Salary Scale : Rs. 31625 -7 x 300; 10 x 355 - 37275 p.m - U-MT 1 (III)

Method of Recruitment : Selection by trade test & interview.

06. POST OF WORKS SUPERINTENDENT (CIVIL) GRADE II

Qualifications :

(i) National Diploma in Technology or equivalent qualifications and have at least four (04) years' experience in the relevant field after obtaining such qualifications.

Note : Period of in-plant training will not be counted for the four years' experience.

(ii) National Certificate in Technology or equivalent qualifications and have at least ten (10) years' experience in the relevant field after obtaining such qualifications.

Age : Not more than 45 years

Salary scale : Rs. 37275 - 18 x 495 - 46185 p.m - U-MN 2 (II)

Method of Recruitment : Selection by trade test & interview

07. MANAGEMENT ASSISTANT / (SHROFF) GRADE III

Qualifications :

1. Should have passed the G.C.E (O/L) Examination in six (06) subjects at one sitting with credit passes in

- i. Sinhala Language / Tamil Language
- ii. English Language / English Literature
- iii. Mathematics

AND

2. Should have passed in all subjects at G.C.E. (A/L) Examination (except the common General Paper) at one sitting.

Preference will be given to those who possess the following:

(a) An acceptable qualification in computer applications of not less than six(06) months duration obtained from a recognized institute .

And

(b) Two years of experience in the use of computer application packages.

• Out of the three passes expected at the G.C.E. (Advanced Level) Examination under the general educational qualifications mentioned in the Schemes of Recruitment , one shall be for Accountancy.

Note : A Security Deposit to be furnished as determined by the UGC / Higher Educational Institution.

Age : Should be not less than 18 years and not more than 30 years of age at the closing date of applications.

08. MANAGEMENT ASSISTANT / (STORE-KEEPING) GRADE III

Qualifications :

1. Should have passed the G.C.E (O/L) Examination in six (06) subjects at one sitting with credit passes in

- i. Sinhala Language / Tamil Language
- ii. English Language / English Literature
- iii. Mathematics

AND

2. Should have passed in all subjects at G.C.E. (A/L) Examination (except the common General Paper) at one sitting.

Preference will be given to those who possess the following:

a) An acceptable qualification in computer applications of not less than six(06) months duration obtained from a recognized institute.

And

b) Two years of experience in the use of computer application packages.

One year experience in Store-keeping and/or a pass in the subject of Commerce at the G.C.E. (Ordinary Level) Examination or in the subject of Accountancy at the G.C.E. (Advanced Level) Examination.

Note : A Security Deposit to be furnished as determined by the UGC/ Higher Educational Institution.

Age : Should be not less than 18 years and not more than 30 years of age at the closing date of applications.

Other benefits applicable to all posts :

Universities Pension Scheme -

Contribution by the employer an amount equivalent to 8% of the salary to the Universities Pension Scheme

Universities Provident Fund -

Contribution by the employer an amount equivalent to 7% of the salary to the Universities Provident Fund

Contribution by the employee an amount equivalent to 10% of the salary to the Universities Provident Fund

Employees Trust Fund -

Contribution by the employer an amount equivalent to 3% of the salary to the Employees Trust Fund

Cost of Living Allowance -

Rs. 7,800/- per month (as per present regulations)

Other Allowances approved by the Government.

Applications can be obtained by sending a self addressed, 9"x4" stamped envelope to "Senior Assistant Registrar/Non-Academic Establishments, University of Colombo, 94, Cumaratunga Munidasa Mawatha, Colombo 03" or can be downloaded from the website : www.cmb.ac.lk

Duly filled applications should be sent to "Senior Assistant Registrar/ Non-Academic Establishments, University of Colombo, 94, Cumaratunga Munidasa Mawatha, Colombo 03" by **registered post on or before 08th of October 2020** . The Post applied for should be marked on the top left-hand corner of the envelope. Applications without photocopies of relevant certificates will be rejected.

Applicants from Government Departments, Corporations or other Statutory Boards should channel their applications through the Heads of such Institutions. The applications not channelled as such will be rejected.

Registrar
University of Colombo
Colombo 03

17.09.2020