



NOTICE OF VACANCIES

INTERNATIONAL RELATIONS OFFICE - UNIVERSITY OF PERADENIYA

Applications are invited from dynamic, enthusiastic and self-motivated candidates for the following position at the International Relations Office of University of Peradeniya.

POST OF WORKS AIDE (ON CONTRACT BASIS)

Responsibilities

Maintain the fixed assets registry, maintain the stock book records, maintain and handle stores, handle internal and external mailing, provide refreshments, transport and venues for events organized by the InRO and provide required support for all InRO activities.

Qualifications & Experience

- a) Should have passed the G. C .E (O/L) Examination in six subjects with at least two credit passes in not more than two sittings.
- b) Should be a citizen of Sri Lanka
- c) Should be of good character sound physical health

Preference will be given to who have previous experience in International Relations, Coordinating among office work, IT knowledge and a valid driving license.

Method of Recruitment

Selection by the Interview

Age Limit

Should be not less than 18 years and not more than 45 years of age on the closing date of application

Remuneration

All inclusive monthly allowance of Rs. 34,825/- (Initial step of U-PL-1-2016 (III) + Cost of living Allowance including UPF & ETF) will be paid.

General Note:

- i. The University reserves the right to shortlist the applications and summon candidates for the interview, as per the prevailing rules and regulations.
- ii. The selected candidate will become a contributor to the University Provident Fund and the Employees Trust Fund, the contributions being 10% of the monthly earnings to the UPF monthly by the employee and in turn the employer will contribute a sum equal to 15% of the monthly earnings to the UPF and a further contribution of 3% to the Employees Trust Fund respectively.

The total amount so contributed will be refunded to the employee once his/her services are ceased.

- iii. Interested candidates have to submit their curriculum vitae along with photocopies of Birth Certificates, Education Certificates and any other relevant Certificates in proof of qualifications and experience to be sent via **Registered Post** to reach the **Senior Assistant Registrar, Corporate Management Division, University of Peradeniya on or before 26th August 2021.**

- iv. Curriculum vitae without documents of proof and late submissions will be rejected.

Condition of Contract

The successful candidate will be offered a one year contract at the International Relations Office.

ACTING REGISTRAR

10.08.2021