

Post of Graduate Assistant - Faculty of Graduate Studies

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Applications will be entertained up to 10th September 2021 from suitably qualified applicants for the Post of Graduate Assistant at the Faculty of Graduate Studies.

1. **Post of Graduate Assistant (on assignment basis)**

Minimum Qualifications: Should be a Graduate

Preference will be Given

- - Those who possess an acceptable qualification in Computer applications of not less than six months duration obtained from a recognized institution.
 - Ability of work with Sinhala and English word processing.

Age: Not more than 27 years

Monthly Remuneration Rs. 45,000/- (including ETF and EPF)

2. **Post of Graduate Assistant (on assignment basis) for Quality Assurance Work**

A Graduate with at least one year of experience as a Tutor/Assistant Lecturer can apply for the above position.

Required skills are a good working knowledge of English and competence in Microsoft Office packages. This is an assignment basis post.

Salary is determined by UOC-IQUA.

GENERAL CONDITIONS

This appointment is on an assignment basis initially for a period of five months. However, the University may extend the service of the selected candidate depending on work requirements and satisfactory performance during the period of assignment. Self-prepared applications including contact telephone numbers together with certified photocopies of all relevant certificates and names, addresses and telephone numbers of two non-related referees should be forwarded to Senior Assistant Registrar/Faculty of Graduate Studies, University of Colombo via the **office@fgs.cmb.ac.lk** email to reach on or before **10th September 2021**.

Registrar,
University Of Colombo
Colombo 03