



UNIVERSITY OF COLOMBO

INSTITUTE FOR AGRO-TECHNOLOGY AND RURAL SCIENCES (UCIARS)

Weligatta, Hambantota

VACANCIES

The University of Colombo Institute for Agro-Technology and Rural Sciences will entertain applications from suitably qualified persons for the following post up to **04.03.2024**.

● **Management Assistant (On Assignment Basis)**

Educational Qualifications:

1. **Passed GCE (O/L) Examination in six 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 :

- An acceptable qualification in computer applications of not less than six (06) months duration obtained from a recognized institute &
- Two years of experience in the use of computer application packages &
- Having sound working knowledge of English

Note:

Assignment Fee : Rs. 42,000/- (All inclusive assignment fee + EPF 12% + ETF 3%) per month will be paid

Age Limit : 18 - 30 years

Method of Selection : Written examination + Selection interview

Send us your application with certified copies of relevant Certificates (Educational/ professional / experience certificates/ birth certificate and others) via Registered Post to the mailing address "Senior Assistant Registrar, University of Colombo Institute for Agro-Technology and Rural Sciences, Weligatta New Town, Hambantota" on or before **04.03.2024**.

The post applied for should be indicated on the top left -hand corner of the envelope.

Applications received after the closing date will not be considered. Incomplete applications will be rejected. Application forms can be downloaded from the UCIARS web site : www.uciars.cmb.ac.lk.

Director

University of Colombo Institute for Agro-Technology and Rural Sciences (UCIARS)

11.02.2024