



Postgraduate Programmes in Civil Engineering

Department of Civil Engineering

Faculty of Engineering

University of Peradeniya

The Department of Civil Engineering, University of Peradeniya, invites applications from suitably qualified individuals for the following **contract position** attached to the Office of the Postgraduate Programmes in Civil Engineering.

(1) Position: Works Aide (Contract Basis)

Required Qualifications

- Passed the **G.C.E. Ordinary Level Examination** at least with six (6) credit passes at one sitting
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Preference will be given to applicants with:

- Three years of experience work in a Postgraduate institute or a Postgraduate programme.
 - Strong IT skills (Web applications, collaborative and productivity tools, Email, Internet, Google docs, MS Office, etc.)
 - Well-developed interpersonal and communication skills
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Key Responsibilities

- To assist the Coordinators of Postgraduate Programmes in Civil Engineering.
 - To establish and maintain records/ databases of postgraduate students and lecturers.
 - To maintain of accounts and coordinating and monitoring procurement of purchases.
 - Ability to coordinate the activities remotely through online/Physical mode.
 - Commitment to work longer hours on a need basis and during weekends.
 - To keep postgraduate students updated regarding lectures/examinations schedules and other important information.
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Age

- Not more than 45 years
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Remuneration

Rs. 41,636.50 + COL+EPF & ETF
(As per UGC circular no - 6/2025 PL-I)

How to Apply

Duly completed application forms, along with copies of educational certificates and a detailed Curriculum Vitae, should be **emailed or posted** on or before: **20th of April 2026**

Email: ma.pgcivil@gmail.com

Email Subject: *DCE PG <Position Applied>: <Your Name>*

Postal Address:

Programme Coordinator
Postgraduate Programme in Civil Engineering
Department of Civil Engineering
Faculty of Engineering
University of Peradeniya

Telephone: 071 769 1566

6th April 2026