



University of Peradeniya Faculty of Engineering

Urgent Recruitment

Vacancy for the post of Management Assistant

Applications are invited from Dynamic & Energetic persons for the Post of Management Assistant for Postgraduate Duties at the Faculty of Engineering, University of Peradeniya, Peradeniya.

Qualifications:

- (1) Should have passed G.C.E.(O/L) Examination in six subjects at one sitting with credit passes in
 - i) Sinhala/ Tamil
 - ii) English Language / English Literature
 - iii) Mathematics
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- (2) Should have passed all subjects at G.C.E.(A/L) examination (Other than the common general paper) at one sitting (Pass in 3 subjects under the old syllabus at one sitting would be sufficient)

Knowledge & Skills:

Reading & Writing skills in English
Computer Literacy (specially MS word / Excel)
Typing ability (Sinhala/English)
Good Communication & Interpersonal Skills
Prior Experience in relevant field would be an added advantage

Experience

At least 1 year experience as Management Assistant/ Personal Assistant/ Secretary in the education field.

Age Limit:

Age below 35 years

Terms of Employment

The Appointment will be made on **Contract Basis** initially for a period of **1 year** with **ETF & EPF** benefits.

Remuneration:

Salary: Basic Rs. 30,725.00 +Cost of Living (Rs.7800.00)

Application giving full name, data of birth, age, postal address, national identity card number, contact telephone number and full particulars of educational and professional qualifications, experiences etc. together with the names of two referees should be forwarded under registered post to reach to the **Assistant Registrar, Faculty of Engineering, University of Peradeniya, Peradeniya** on or before **09th November 2022**.

The post applied for should be indicated on the top left hand corner of the envelop. Incomplete or late applications will be rejected.

Special Note: Please note that the advertisement published on 14th October 2022 on the above vacancy has been cancelled.

**Assistant Registrar
Faculty of Engineering
University of Peradeniya
Peradeniya**