



NOTICE OF VACANCIES

ENGINEERING DESIGN CENTRE (EDC) **UNIVERSITY OF PERADENIYA**

Applications are invited from dynamic, enthusiastic, and self-motivated candidates for the following position at the Engineering Design Centre (EDC) of University of Peradeniya.

POST OF ADMINISTRATIVE OFFICER (ON CONTRACT BASIS)

Responsibilities

- Managing the EDC, maintaining administrative and financial documentation.
- Organizing training program, seminars, conference, workshops conducted by EDC.
- Preparing bidding document for consultancy projects.
- Preparing reports on income, expenses and budgets of the activities organized by the EDC.
- Arranging logistics for the projects organized by the EDC.
- Coordinating with other Units and Divisions of the University.
- Updating the EDC Website.
- Any other work assigned by the Director/ EDC.

Qualifications & Experience

a) Should possess a Bachelor's Degree with First or Second Class from a recognized University/ Higher Educational Institute.

OR

b) Should possess a Bachelor's Degree with a Postgraduate Degree/ Postgraduate Diploma in Administration/ Management from a recognized University/ Higher Educational Institute.

Other Attributes

- a) Excellent communication skills.
- b) Sound knowledge on Computer Applications.
- c) Administrative, writing and reporting skills.

Age Limit

Not be less than 22 years and not more than 30 years.

Remuneration

Rs. 50, 625 [U-EX 1 (II) -2016] + COL Allowance + Rs. 5,000 (Allowance from Government) + inclusive EPF & ETF will be paid.

Method of Recruitment

Selection by Structured Interview.

General Note:

- I. The University reserves the right to shortlist the application and summon candidates for the interview, as per the prevailing rules and regulations.
- II. The selected candidate will become a contributor to the Employees Provident Fund and the Employees Trust Fund, the contributions being 8% of the monthly earnings to the EPF monthly by the employee and in turn the employer will contribute a sum equal to 12% of the monthly earning to the EPF and a further contributes 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, Academic Transcripts and any other relevant Certificates in proof of qualifications and experience to be sent via **Registered Post** to reach the **Engineering Design Centre, Faculty of Engineering, University of Peradeniya on or before 20th October 2023.**
- IV. Curriculum Vitae without documents of proof and late submissions will be rejected.
- V. Please mention the "Post of Administrative Officer" on the top left-hand corner of the envelope.

Condition of Contract

The successful candidate will be offered a one year contract at the Engineering Design Centre.

Director
Engineering Design Centre
Faculty of Engineering
University of Peradeniya
Peradeniya 20400
Sri Lanka

4th October 2023