



## **NOTICE OF VACANCIES**

### **INTERNATIONAL RELATIONS OFFICE - UNIVERSITY OF PERADENIYA**

Applications are invited from dynamic, enthusiastic and self-motivated candidates for the following position at the International Relations Office of University of Peradeniya.

#### **POST OF COMPUTER PROGRAMMER (ON CONTRACT BASIS)**

##### **Responsibilities**

Provide administrative and IT support while coordinating the activities of the International Relations Office. He / She should be able to provide data and database management assistance, maintain calendars and records, and handle routine correspondence, and provide application support for all InRO activities.

##### **Qualifications & Experience**

- a) Should possess a Bachelor's Degree in a recognized university /Higher Education Institute  
*and*
- b) Ability to design databases and programming skills

##### **Other Attributes**

- a) Excellent communication skills
- b) Ability to manage Data and Database, Designing Skills [Photoshop, Coral Draw, InDesign]
- c) Administrative, writing and reporting skills
- d) Management knowledge would be an added advantage
- e) Preference will be given to those who have previous experience in a similar position.

##### **Method of Recruitment**

Selection by Aptitude Test and Interview

##### **Age Limit**

Age not more than 40

##### **Remuneration**

All inclusive monthly allowance of Rs. 48,385/- + Cost of living allowance + Government approved special allowance including UPF & ETF] (U-AS - 1-(I)

**General Note:**

- i. The University reserves the right to shortlist the applications and summon candidates for the interview, as per the prevailing rules and regulations.
- ii. The selected candidate will become a contributor to the University Provident Fund and the Employees Trust Fund, the contributions being 10% of the monthly earnings to the UPF monthly by the employee and in turn the employer will contribute a sum equal to 15% of the monthly earnings to the UPF and a further contribution 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 and any other relevant Certificates in proof of qualifications and experience to be sent via **Registered Post** to reach the **Senior Assistant Registrar, Corporate Management Division, University of Peradeniya on or before 9<sup>th</sup> August 2024.**
- iv. The incomplete, illegible, Curriculum vitae without documents of proof and late submissions will be rejected.
- v. Please mention the **"Post of Computer Programmer"** on the top left-hand corner of the envelope.

**Condition of Contract**

The successful candidate will be offered a one year contract at the International Relations Office.

  
**ACTING REGISTRAR**   
25.07.2024