



NOTICE OF VACANCIES

UNIVERSITY RESEARCH COUNCIL - UNIVERSITY OF PERADENIYA

Applications are invited from dynamic, enthusiastic and self-motivated candidates for the following position at the University Research Council (URC) of University of Peradeniya.

POST OF MANAGEMENT ASSISTANT (ON CONTRACT BASIS)

Responsibilities

- Managing the URC, maintaining the administrative and financial documentation.
- Preparing the reports on income, expenses and budgets of the programme.
- Developing flyers, posters, newsletters to publicize activities of the URC.
- Coordinates with the other Unites and Divisions of the University to enhance research dissemination and information gathering.
- Any other works assigned by the Director/URC.

Qualifications & Experience

1. Should have passed the G. C. E (O/L) Examination in six (06) subjects at one sitting with credit passes in;
 - i. Sinhala Language/ Tamil Language
 - ii. English Language/ English Literature
 - iii. Mathematics

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2. Should have passed in all subjects at G C E [A/L] Examination (except the Common General Paper] at one sitting [*Passing in 3 subjects under the old syllabus at one sitting would be sufficient for this purpose.*]
3. Preference will be given to those who possess the following;
 - a. An acceptable qualification in computer applications of not less than six (06) months duration obtained from a recognized institute.

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 - b. Two years of experience in the use of computer application packages.
4. Should be a citizen of Sri Lanka
5. Should be of good character sound physical health

Other Attributes

- Excellent communication skills
- Administrative, writing, and report skills

Method of Recruitment

Selection by the Interview

Age Limit

Should be not less than 18 years and not more than 30 years of age on the closing date of applications.

Remuneration

All inclusive monthly allowance of Rs. 30,725/- (Initial step of **U-MN 1 (III A)** + Cost of living Allowance + Government approved special allowance including EPF & ETF) will be paid.

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 08.08.2024.**
- iv. Curriculum vitae without documents of proof and late submissions will be rejected.
- v. Please mention the "**Post of Management Assistant**" on the top left-hand corner of the envelope.

Condition of Contract

The successful candidate will be offered one year contract at University Research Council, University of Peradeniya.


ACTING REGISTRAR

25.07.2024

Acting Registrar
University of Peradeniya,
PERADENIYA.