



## University of Peradeniya Faculty of Engineering

### 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&
- (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 3 year experience as a Management Assistant or similar position

#### **Age Limit:**

Age below 30 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 along with photo copies of relevant certificates under registered post to reach to the **Senior Assistant Registrar, Faculty of Engineering, University of Peradeniya, Peradeniya** on or before **12<sup>th</sup> November 2024**.

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

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