



**University of Peradeniya
Faculty of Engineering**

Vacancy for the Post of Management Assistant (on contract basis)

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 5 year experience as a Management Assistant or similar position

Age:

Not more than 30 years

Terms of Employment

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

Remuneration:

Salary Scale: U-MN 1 (III A) – Management Assistant

Applications with detailed curriculum vitae, full particulars of educational and professional qualifications, and experience, together with the names and contact details of two referees, should be forwarded along with photocopies of relevant certificates under registered post or by hand to reach the Senior Assistant Registrar, Faculty of Engineering, University of Peradeniya, Peradeniya, on or before 14th November 2025.

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

**Acting Registrar
University of Peradeniya
Peradeniya**