



## University of Colombo, Sri Lanka Vacancies

Applications are invited for the following vacant posts at the University of Colombo **only from employees who are currently in permanent service in University System, the University Grants Commission, or other Higher Educational Institutions, and who have been confirmed in their substantive posts.**

All applicants must complete the application form through the Google form link posted on the University of Colombo website (cmb.ac.lk). **(For this, please follow the instructions attached herewith.)** A hard copy of the completed application, together with certified copies of relevant certificates, should be forwarded through the Secretary/Registrar/Administrative Officer/Director of the institution where the applicant is served. The documents must be sent by registered post to the **Senior Assistant Registrar, Non-Academic Establishments Branch, University of Colombo, No. 94, Kumaratunga Munidasa Mawatha, Colombo 03**, on or before **31.10.2025**. Submitting the application online as well as sending the hard copy with certified copies of certificates is compulsory. Applications that do not comply with this requirement will be rejected.

At the closing date of applications, candidates must possess the required qualifications and experience specified for each post. Applications that are **incomplete, hand-written, submitted without attaching certified copies of relevant certificates to prove qualifications and experience, submitted using sample forms, or received after the closing date will be rejected.** Once rejected, such applications will not be reconsidered under any circumstances.

### 01. Sub Warden (Full Time) Grade II

#### Qualifications:

1. A graduate of a recognized University. Preference will be given to those with experience in administration and management of Hostels.

**Age:** Should be not less than 18 years and not more than 45 years of age on the closing date of applications.

**Salary Scale** : UMN 3 (II) - Rs.71,365-18x1,190-92,785 (p.m.)

**Recruitment** : By Written Examination and/or Interview

### **Management Assistant (Book Keeping) Grade III**

#### **Qualifications:**

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

**and**
02. Should have passed in all subjects at G.C.E. (A/L) examination (except the Common General Papers) at one sitting.

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.
- &**
- b) Two years of experience in the use of computer application packages.

#### **Post Specific Qualifications**

- a) The National Certificate for Accounting Technicians of the Sri Lanka Technical College/ College of Technology under the Ministry of Skills Development and Vocational Training or any other equivalent qualification obtained from the recognized institute.

**OR**

- b) G.C.E. (A/L) qualification should be in the Commerce Stream.

**Salary scale:** Rs. 49,475 - 17 x 540 - 58,655 p.m - U MN 1 (III )

**Recruitment Method :** By written Examination and interview

### **Management Assistant (Shroff) Grade III**

#### **Qualifications:**

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

**and**
02. Should have passed in all subjects at G.C.E. (A/L) examination (except the Common General Papers) at one sitting.

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.

**&**

- b) Two years of experience in the use of computer application packages.

### **Post Specific Qualifications**

Out of the three passes expected at the G.C.E. (Advanced Level) Examination under the general educational qualifications mentioned in the Scheme of Recruitment, one shall be for **Accountancy**.

**Note:** A Security Deposit to be furnished as determined by the UGC/Higher Educational Institution.

**Salary scale:** Rs. 49,475 - 17 x 540 - 58,655 p.m - U MN 1 (III )

**Recruitment Method :** By written Examination and interview

### **Note:**

The placement of salaries for these posts will be made in accordance with Section 6.5 and Sub-section 26 of Chapter VI of the Establishment Code of the University Grants Commission and Higher Educational Institutions – 2023.

**Registrar**

University of Colombo

10.10.2025