



UNIVERSITY OF COLOMBO

Institute of Indigenous Medicine

VACANCIES

Post of Computer Application Assistant / Clerk

Applications will be received from qualified Sri Lankan citizens to fill the above post in order to maintain the computer work, documentation and other relevant duties, in the Postgraduate Section of this Institute.

Required Qualifications:

Should have passed GCE (O/L) Examination in six (06) subjects in not more than two sittings with five (05) credit passes which should include English and Maths.

Should have obtained a 06 months or above period of practical service as a Computer Application Assistant.

Salary: Will be paid a stipend of Rs. 800/= per day

Age: Should be not above 45 years.

Self-prepared applications should be sent by registered post address to "Senior Assistant Registrar / Establishments, Institute of Indigenous Medicine, Rajagiriya" to be received on or before 22.05.2015. Your telephone number and names, addresses and telephone numbers of 02 non-related referees, who can be contacted to obtain information about the applicant, should be stated in the application and photocopies of the relevant certificates should be attached with the application.

Incomplete, illegible applications those without providing required information and copies of relevant qualifications and those received late, will be rejected without any notification.

Note: Special attention will be focused on applicants having obtained a practical training on computer application.

Special Facts:

This is a temporary post made on work assignment basis and will be for a period of 03 years on breaking of service at every 03 months. If the applicant fails to provide a satisfactory service as expected, the service will be terminated by the institute with pre-notification of a one calendar months' period. It should be noted that if the applicant wishes to leave this job, he can do so by giving a one calendar month's notification.

**Senior Assistant Registrar
Institute of Indigenous Medicine**

11.05.2015