



# **Faculty of Management & Finance**

## **University of Colombo**

### **Sri Lanka**

Applications will be entertained by me for the following posts from those who have required qualifications.

#### **1) Post of PROGRAMME ASSISTANT / CLERICAL ASSISTANT ON ASSIGNMENT**

##### **Qualifications:**

1. G.C.E. (Ordinary level) examination in six (6) subjects with credit passes in five subjects including Mathematics & English.
2. Minimum of one year training as a Clerical Assistant / Computer Applications Assistant / Clerk / Management Assistant / Secretary.

#### **2) Post of OFFICE ASSISTANT ON ASSIGNMENT**

##### **Qualifications :**

1. G.C.E. (Ordinary level) Examination in six (6) subjects with credit passes in two subjects
2. Minimum one year working experience as an Office Assistant.

**Note** : Applicant should work any 5 days in a week including Saturday & Sunday

**Age** : Not more than 45 years.

**Salary** : Negotiable.

Self-prepared applications should be forwarded with copies of relevant certificates under registered post to reach the "Senior Assistant Registrar, Faculty of Management and Finance, University of Colombo, Colombo 03" on or before 17.04.2017. The post applied for should be indicated on the top left hand corner of the envelope.

Applications received after the closing date will not be considered.

**Registrar**  
**University of Colombo**