



University of the Visual and Performing Arts

VACANCIES

Applications are called from suitably qualified candidates for the undermentioned posts of this University until 25.02.2021.

1. Technical Officer (Audio Visual) Grade III

Qualifications

- (i) Should have passed in three (3) subjects at the G.C.E. (A/L) Examination in any Stream.
AND
- (ii) (a) Having obtained a certificate of proficiency not below than the N.V.Q. Level 5 in the field of Electronics and Telecommunication / Electronics / Multimedia or Audio Visual Techniques from an Institution recognized by Tertiary and Vocational Education Commission or a Statutory Institution which has been established by an Act passed by the Parliament
OR
- (b) Having obtained technical qualifications in the field of Electronics and Telecommunication / Electronics / Multimedia or Audio Visual Techniques accepted as equivalent to the above qualification of (ii) (a) by Tertiary and Vocational Education Commission with one year experience in Audio Visual work in reputed Organization.

Recruitments :

Selection by written and/or practical test and an interview.

Age : Should be not less than 18 years and not more than 45 years.

Salary Scale : Rs. 31,625 - 7x300 - 10x355 - 37,275 p.m. U-MT 1 (III A)
(Basic salary Rs. 31,625 in addition to this Salary Government approved other allowances will be paid).

2. Management Assistant (Book-Keeping) Grade III

Qualifications

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

In addition to the qualifications mentioned above, the candidates under the limited and open categories should have possessed post specific qualifications mentioned below.

- (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.

Recruitments :

Selection by written examination and interview.

NOTE : Eligibility

- Should be a citizen of Sri Lanka
- Should be not less than 18 years and not more than 30 years of age on the closing date of applications.
- Should be of good character

Salary Scale :

Rs. 30,725 - 17x300 - 35,825 p.m. U-MN 1 (III A)
(Basic salary Rs. - 30,725 in addition to this Salary Government approved other allowances will be paid).

Application Procedure :

- The Application Form and all the other relevant details could be obtained from "**Assistant Registrar / Non-Academic Establishment, University of the Visual and Performing Arts, 21, Albert Crescent, Colombo 07**" by sending a self-addressed stamped (Rs. 15.00) envelope 9"x4" in size up to reach on or before **22nd February 2021** or can be downloaded from the University Website **www.vpa.ac.lk**
- The duly perfected application should be sent by registered post addressed to "**Assistant Registrar / Non-Academic Establishment, University of the Visual and Performing Arts, 21, Albert Crescent, Colombo 07**" on or before **25th February 2021, 4.00 p.m.** The post applied for should be mentioned on the top left corner of the envelope containing the application.
- Only the photocopies of all relevant certificates should be attached to the application.
- Applicants who are employed in Public or Corporation Service should direct their applications through Heads of Departments.
- Applications that do not fulfill the required qualifications, incomplete applications, the late applications, Applications not to the format and those who have not attached documents to prove the experience will be rejected.

Registrar,

**University of the Visual and Performing Arts,
21, Albert Crescent,
Colombo 07.**

08.02.2021