



**UNIVERSITY OF COLOMBO
INSTITUTE FOR AGRO-TECHNOLOGY
AND RURAL SCIENCES**

VACANCIES

The University of Colombo Institute for Agro-Technology and Rural Sciences will entertain applications for the under mentioned posts from suitably qualified persons up to **23.04.2021**.

01.Post : 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 :-
- i. Sinhala Language/Tamil Language
 - ii. English Language/ English Literature
 - iii. Mathematics

AND

- (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.

AND

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

AND

- (03) In addition to the above qualifications, the candidates should have possessed following post specific qualifications for the above post.

- 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.

Age : Not less than 18 years and not more than 30 years of age on the closing date of applications.

Salary Scale : U MN 1 (III) - Rs. 30,725-17x300-35,825 p.m.

Selection : By written examination and interview.

01.Post: Sub – Warden, Grade II (Full-time) – Female

QUALIFICATIONS

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

Age : Not more than 45 years of age on the closing date of applications.

Salary Scale : U-MN 3(II) –Rs. 42,885-18x660-54765 p.m.

Selection : By Interview

CONDITIONS OF SERVICE

01. These posts are permanent. The appointments will be on probation for a period of three (03) years.
02. Selected candidates if presently serving in a Government Department will have to obtain his/her release through their respective appointing authority. Government employees will not be entitled to maintain their pension rights whilst in the University Service.

BENEFITS

01. Selected candidates will begin to contribute to the Universities Provident Fund by means of monthly deduction from his/her salary an amount equal to ten (10%) percent of his/her basic salary. The University will, in addition out of its funds contribute at the same time a sum equal to seven (07%) percent of his/her earnings to the Universities Provident Fund and eight (08%) percent of his/her earnings to the Pension Fund.
02. Three (03%) Per centum of his /her basic salary will be contributed by the Institute to the Employees Trust Fund in terms of Provision of the Employees Trust Fund.
03. In addition to the above salary, Government approved allowances and Cost of Living Allowance approved by the University Grants Commission will also be paid to the staff where relevant.

HOW TO APPLY

Application forms and relevant information could be downloaded from the Institute Web site: <http://uciars.cmb.ac.lk>. Duly completed applications on prescribed form together with certified copies of relevant certificates etc., should be sent under registered cover, indicating the post applied for on the top left-hand corner of the envelope, to reach the Senior Assistant Registrar, University of Colombo Institute for Agro-Technology And Rural Sciences, Weligatta, Hambantota on or before **23.04.2021**.

Applicants from the University system/ Government Departments / Corporations / Statutory Bords, should channel their applications through their respective Heads of Institutions.

The Institute reserves the right to shortlist the candidates. Applications which do not conform to these requirements, incomplete applications and applications received after the closing date will be rejected without intimation.

Director

University of Colombo Institute for Agro-Technology and Rural Sciences

22.03.2021