



**Ministry of Education**  
**University of Vocational Technology**  
**University College of Ratmalana**



Applications are invited from suitably qualified citizens of Sri Lanka to serve at the University College of Ratmalana in the following posts till 15.06.2024

**Management Assistant (Non Technical) - 02 Posts**

**Qualifications Required**

External Category:

a) Having passed the G.C.E.(O/L) examination in six subjects in one sitting with credit passes for four subjects including

- i. Sinhala/Tamil
- ii. English Language
- iii. Mathematics

b) Having passed three subjects (other than General Paper) at the G.C.E (A/L) examination.

Internal Category:

a) A confirmed employee who has completed at least 05 years of satisfactory service in a permanent post in the University College in the categories of primary level skilled, semi-skilled or unskilled.

AND

b) Should have passed in at least 06 subjects including Sinhala/Tamil and English Language or Literature and Mathematics at not more than two sittings at the G.C.E. (O/L) examination.

**Position Details**

<b>Post</b>	Management Assistant (Non Technological)
<b>Selection Procedure</b>	Written competitive examination and/or a structured interview
<b>Salary Scale</b>	Management Assistant: U - MN1 (IIIA)-2016 - Rs.30,725 -17x300 - 35,825 p.m (W.E.F 2020)
<b>Nature of Appointment</b>	These appointments are permanent with entitlement to Employees' Provident Fund and Employees` Trust Fund
<b>Age Limit</b>	Age should be not less than 18 years and not more than 45 years unless otherwise mentioned for the post applied.

## **Other Instructions**

- Dully filled applications ((format can be downloaded from university college website) along with photocopies of academic and professional qualifications should be sent to the following address by registered post to reach the office **on or before 15<sup>th</sup> June 2024**
  - Director/CEO, University College of Rathmalana, 01A, Station Road, Rathmalana
- The desired post applied, should be indicated clearly on the top left-hand corner of the envelope.
- Applicants presently employed in Higher Educational Institutions, Government Departments, and Government Corporations should apply through the Heads of their Institutions
- The appointments will be given for University College of Ratmalana. Transfers are not allowed.
- Incomplete applications will be rejected.
- Only shortlisted applicants will be called for the structured interview.
- Any attempt to make an undue influence on the selection process would lead to disqualification of the applicant
- Please contact 0112626297 for further clarifications, if any.

**Director/CEO**

**University College of Ratmalana**

**01A, Station Road, Ratmalana**

**Tel: 0112626297/8**

2024.05.16