



**UNIVERSITY OF COLOMBO
SRI LANKA**

VACANCIES

Applications will be invited by this University for the following post from those who possess required qualifications.

POST OF FULL TIME SUB-WARDEN - (ON CONTRACT)

Qualifications: A graduate from a recognized University.
Preference will be given to those who have experience in administration and management of Hostels.

Age: Not more than 45 years

Salary: Rs. 42,885/- + Rs.17,800/- (Cost of Living), 10% allowance from basic salary and other approved allowances

- Universities Provident Fund - Contribution by the employer an amount equivalent to 15% of the salary to the Universities Provident Fund.
- Contribution by the employee an amount equivalent to 10% of the salary to the Universities Provident Fund
- Employees Trust Fund - Contribution by the employer an amount equivalent to 3% of the salary to the Employees Trust Fund

GENERAL CONDITIONS

This appointment is on a contract basis, initially for a period of one year. However, the University may consider extending the service of the selected candidate depending on satisfactory performance and the requirement of the university during the period of the contract.

Instructions for completing the application process can be obtained by visiting the University Website.
(<https://cmb.ac.lk/vacancies>)

All applications should be submitted by filling out the Google Form under the relevant link given on the university website.

<https://forms.gle/qYvzzvSqKmEh12mx5>

It is compulsory to send the hard copy of the PDF document generated by the link with the signature of the Candidate to the University. Any Alterations made to the original document and non-submission of the hard copy of the original PDF document cause disqualification from the selection process. If the Prospective candidate is currently employed at a higher educational institution, government department, or government corporation, the recommendation of the Head of the institution shall also be included in the application.

Additionally certified copies of relevant educational (including transcripts), professional extra-curricular and service certificates are also required to be enclosed to the said complete application and be forwarded the same under the registered post & email (recruit@nonaca.cmb.ac.lk) to the “Senior Assistant Registrar/Non-Academic Establishments, University of Colombo, 94, Cumaratunga Munidasa Mawatha, Colombo 03” on or before **25.11.2024**.

Registrar
University of Colombo
Colombo 03.
12.11.2024

INSTRUCTIONS TO THE APPLICANTS

- Before applying, the candidate should read the complete advertisement on the University website carefully and ensure that he/she fulfills the minimum qualifications of the interested post/s.
- It is mandatory to fill in all the required fields in the online application system. Relevant annexures should be uploaded as a zip file. Incomplete applications which do not comply with the instructions will be rejected.
- Filling of all fields should be completed during one single attempt. Please note that candidates do not have the option to save and continue later.
- Upon successful submission of the application, the candidate will receive an automatic acknowledgment of receipt. If the candidate has not received an acknowledgment of receipt, he/she has not submitted his/her application correctly, and the University of Colombo will not consider him/her as a candidate.
- Candidates should furnish their application with true and correct information. If any of these particulars are found to be false or inaccurate, the candidate is liable to be disqualified before the selection and to be dismissed without any compensation if the inaccuracy is detected after the appointment.
- Candidates should ensure that they complete and submit their application online well in advance of the closing date to meet the deadline. Candidates bear full responsibility for the timely submission of their applications. The University of Colombo cannot be liable for any delays that are unrelated to its system.
- Upon submission of the above form, the application process will not be considered complete. After submission, the candidate will be received an email with instructions for completing the application process.
- If the candidate encounters any problems with the application process, they can contact Non-Academic Establishment Division by emailing recruit@nonaca.cmb.ac.lk or contact via +94 112 55 38 66.