



POST OF ASSISTANT REGISTRAR (TEMPORARY/ ON CONTRACT BASIS)

Institute of Human Resource Advancement (IHRA) –University of Colombo invites applications from potential candidates for the post of Assistant Registrar (Temporary /on Contract Basis) with the required qualifications.

Qualifications:

(a) Should possess a Bachelor's Degree with First or Second Class from a recognized University/ Higher Educational Institute.

OR

(b) Should possess a Bachelor's Degree with a Postgraduate Degree / Postgraduate Diploma in Administration/Management from a recognized University/Higher Educational Institute.

Method of Recruitment: Selection by a structured interview.

Period of Contract: The post is temporary for a period of 06 months (Possibility for renewal if necessary).

Salary: The salary for the post is Rs.96, 000.00 (all-inclusive fixed salary) per month.

The duly completed application on prescribed forms together with the copies of relevant certificates and complete curriculum vitae should be sent under registered cover to reach the Director, Institute of Human Resource Advancement (IHRA), University of Colombo, No: 275, Bhauddhaloka Mawatha, Colombo 7 **on or before 30.12.2024.**

Important: Submitting your application via Google Form is compulsory, and the scanned copy of your application form should be uploaded to the Google Form on or before 30.12.2024.

1. Curriculum Vitae
2. National Identity Card
3. All relevant academic and experience Certificates

Application forms, the link to the Google form, preferred qualifications, and other relevant details can be obtained by visiting the IHRA Website.

Please ensure to complete the form accurately and within the specified deadline. Please note that all shortlisted applicants must make the necessary arrangements to attend the interview on the prescribed date, and no alternative interview dates will be provided under any circumstances.

Incomplete applications, applications without supporting documents, and applications received after the closing date will not be considered. The IHRA reserves the right to shortlist the candidates and call only such candidates for an interview.

All the shortlisted candidates are required to submit the originals of their certificates at the interview.

For more details:

Director

Institute of Human Resource Advancement (IHRA), University of Colombo,
No: 275, Bhauddhaloka Mawatha, Colombo 7.

Email: director@ihra.cmb.ac.lk

12.12.2024