



**State Ministry of Skills Development, Vocational Education, Research & Innovations**

**University of Vocational Technology  
University College of Ratmalana**

Applications are invited from suitably qualified citizens of Sri Lanka to serve the University College of Ratmalana in the following Posts.

01. Assistant Librarian - (01 Post)
02. Management Assistant - (03 posts)
03. Laboratory Assistant - Food Technology (01 Post)

**Nature of Appointment**

- The Posts are permanent
- Those recruited to the above Posts become members of the Employee's Provident Fund and Employees Trust Fund.

**Age**

- Age should be not less than 22 years and not more than 45 years for the Posts of Assistant Librarian
- Age should be not less than 18 years and not more than 45 years for the Posts of Management Assistants and Lab Assistant.

**Qualifications required:**

**1. Assistant Librarian**

**Educational Qualifications Required**

Bachelor's Degree and at least 01 year of experience in Library/ Research /Professional work in a recognized mercantile establishment or /post graduate studies in a recognize University or Higher Educational Institution

**02. Management Assistant**

**Educational Qualifications Required**

- (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

And

- (B) Having passed three subjects (Other than general paper) at the G.C.E(A/L) examination

**03. Laboratory Assistant**

**Educational Qualifications Required** – Persons who have sat the G.C.E (O/L) examination and passed a minimum of 02 subjects.

AND

Successful completion of a certificate courses not below the National Vocational Qualification (NVQ) Level 4 in the relevant field conducted by a recognized organization.

**Selection Procedure /Salary Scale & Allowances**

Post	Assistant Librarian	Management Assistant	Lab Assistant
Selection Procedure	Aptitude Test and a Structured Interview	Through written competitive examination and or a structured interview	Practical / Trade Test and a Structured Interview
Salary Scale from 2020	U-EX I 2016 - Rs.49,860-3*1125-53,235 (EB)54,475;12*1240-69,355 p.m	U-MN I 2016 - Rs.30,725-10*300;11*355;10*470-10*615-48,480 p.m	UPL 3 2016 -Rs.29,915-10*270;10*300;10*355;12*385-43,785 p.m
Basic Salary (per Month) in 2021	Rs.49,860.00	Rs.30,725.00	Rs.29,915.00
Allowances	Cost of Living Allowance, other Allowances approved by the Government.		

Your application along with photo copies of academic and professional qualifications should be sent under registered cover to the Chief Executive Officer, University College of Ratmalana, No 1A, Station Road, Ratmalana on or before 12<sup>th</sup> February 2021. Applicants presently employed in Higher Educational Institutions, Government Departments and Government Corporations should apply through the Heads of their Institutions. The Post applied, should be clearly indicated on the top left hand corner of the envelop.

**Chief Executive Officer  
University College of Ratmalana**