



**Ceylon Medical College Council**  
**Faculty of Medicine, Colombo**  
**VACANCIES**

Applications are invited from citizens of Sri Lanka for the following post at Ceylon Medical College Council, Faculty of Medicine, Colombo

**Post of The Receptionist/Management Assistant (MA) on Assignment Basis**

**Required Qualifications and experience:**

1. G.C.E.(O/L) six subjects with credit passes for Sinhala Language/Tamil Language, English Language and Mathematics.
2. GCE A/L 3 Passes in one sitting.
3. Excellent communication skills in English & Sinhala/Tamil.
4. Experience in a similar capacity would be an added advantage.
5. Should be energetic, self-motivated and should have professional attitudes.
6. Computer Literacy.

**Job description**

Directing visitors to the appropriate staff member or the units. Answering, screening, and forwarding incoming phone calls to the relevant staff member or the units and also to carry on activities relating to CMCC official work. Detailed TOR shall be handed over when assuming duties.

**Method of Selection**

Interview.

**Age Limit**

Age not less than 18 years and not more than 35 years as at 30.05.2022 of age for the above vacancy.

**Remuneration**

Negotiable and shall be decided at the interview.

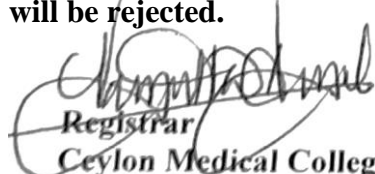
**Condition of Assignment**

The initial appointment shall be for one (01) year with the possibility to be extended yearly for a maximum of three (03) years. The first year shall be on probation.

Applications should be forwarded with copies of relevant educational (with transcripts), professional, extracurricular activities and service certificates under registered post/ e- mail ([cmcc.fmc@gmail.com](mailto:cmcc.fmc@gmail.com)) to the **Registrar, Ceylon Medical College Council, Faculty of Medicine, 25, P.O Box 271, Kynsey Road, Colombo 8** on or before the **30-05-2022**.

The Post applied for should be indicated on the top left-hand corner of the envelope. If you apply through email the post applied for should be indicated on subject line of the e- mail.

**Applications received after the closing date will not be considered. Incomplete applications will be rejected.**

  
Registrar  
Ceylon Medical College Council

20<sup>th</sup> May 2022