



INSTITUTE OF CHEMISTRY CEYLON

College of Chemical Sciences



(Incorporated by Act of Parliament No.15 of 1972)

VACANCY

Post of Assistant Registrar (Examinations)

The Institute of Chemistry Ceylon (IChemC) is the successor to the Chemical Society of Ceylon (founded in 1941) and was established in the year 1971 for the general advancement of the Science and practice of Chemistry. The Institute was incorporated by Act of Parliament No.15 of 1972.

Applications are invited for the post of Assistant Registrar (Examinations) from citizens of Sri Lanka who possess the below mentioned qualifications and experience.

Qualifications and Experience:

a). BSc.(Sp.)degree in Science/Management

AND

Post qualified min. 2 yrs experience in general administration /coordination of educational programmes

OR

b). GCE A/L 3 subjects in one sitting and Diploma in General/Office Management from a recognized institution with not less than 10 yrs experience in office management/operational work in IChemC

c). Experience in conducting examinations / coordinating examinations related work in higher education institutions will be an added qualification

General Conditions:

Age - Not less than 22 years and not more than 35 years by the closing date of application. The upper age limit will not be applicable to internal applicants.

Salary - Monthly salary will be Rs.52,600/- . In addition, the government approved cost of living allowance and the institute approved allowances will be paid.

Languages/skills - Excellent written and verbal communication skills in English / Sinhala is a must with sound knowledge in Microsoft Office packages.

Appointment : The appointment is permanent subject to a three-year probation period. Working on weekends is essential but two weekdays will be given off in lieu.

Other terms - The employee will be a member of the Employees' Provident Fund and Employees Trust Fund and contributions would be made to the said schemes by the Employer and Employee in accordance with the relevant Acts.

Only shortlisted applicants based on the highest qualifications and experience will be called for an interview and selection will be based on the performance at the interview.

Applications giving all particulars of qualifications, experience and other relevant information with two non-related referees should be sent under registered cover with the name of the post as appearing in the advertisement written on the top left-hand corner of the envelope to the **Registrar, Institute of Chemistry Ceylon, 341/22, Kotte Road, Welikada, Rajagiriya** by registered post or by an e-mail (vacancy@ichemc.edu.lk) not later than **10th October 2022**.

Registrar
Institute of Chemistry Ceylon

22/09/2022