



## Institute of Biochemistry, Molecular Biology and Biotechnology University of Colombo

### Post of Trainee Management Assistant (On Assignment-05 months)

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The IBMBB will entertain applications from suitably qualified persons for the above post up to 23<sup>rd</sup> September 2022.

#### Qualifications Required:

1. Should have passed the G.C.E. (O/L) Examination in six (06) subjects at one sitting with credit passes in:-

1. Sinhala Language/ Tamil Language
2. English Language/ English Literature
3. Mathematics

and

2. Should have passed in all subjects at G.C.E. (A/L) Examination (except the Common General Paper) at one sitting.

(Passing in 3 subjects under the old syllabus at one sitting would be sufficient for this purpose)

3. Preference will be given to those who possess the following:-

1. An acceptable qualification in computer applications of not less than six (06) months duration obtained from a recognized institute.
2. Two years of experience in the use of computer application packages.
3. Ability to type in English & Sinhala/ Tamil.

#### NOTE: – Eligibility

1. Should be a citizen of Sri Lanka
2. Should be not less than 18 years and not more than 30 years of age on the closing date of application
3. Should be a good team worker
4. Appointment is for a period of 5 months with the possibility of extending for a further two periods (5 months for each) depending on satisfactory progress.
5. Good in drafting letters, maintaining meeting minutes, and memos
6. Good in both spoken and written English.

#### Salary and Other Conditions of Appointment:

U-MN 1(III A): Rs. 30,725 + Rs. 7,800 (COL) + Rs. 5,000 (Special Allowance)

The selected candidate will be a member of the Employee Provident Fund as well as of the Employee Trust Fund. He/ She will contribute 8% of his/her monthly salary to the Employee Provident Fund and at the same time Institute will contribute 12% to the Employee Provident Fund. The Institute will make a contribution equivalent to 3% of his/her monthly salary to the Employee Trust Fund.

Duly filled applications and relevant certificates copies should be sent via email ([sar@ibmbb.cmb.ac.lk](mailto:sar@ibmbb.cmb.ac.lk)) to reach Senior Assistant Registrar, Institute of Biochemistry, Molecular Biology and Biotechnology, University of Colombo on or before 23.09.2022.

The post should be indicated on the subject area of the email.

Director

IBMBB

No.90, Cumaratunga Munidasa Mawatha

Colombo 03.

2022.09.08

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