

# Vacancy – Post of Management Assistant (ON CONTRACT)

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## UNIVERSITY OF JAFFNA, SRI LANKA

The University of Jaffna, Sri Lanka will entertain applications for the under-mentioned post from suitably qualified persons up to **11.11.2022**.

### Post of Management Assistant – (ON CONTRACT)

#### REQUIRED QUALIFICATIONS AND EXPERIENCE

- Should have passed G.C.E (Ordinary Level) Examination in six subjects at **One Sitting** with credit passes in
  - Sinhala/ Tamil English
  - Language/ English Literature
  - Mathematics

#### AND

- Should have Pass in all subjects at G.C.E.(Advance Level) examination (except the common general paper) at **One Sitting** (Passing in 3 subjects under the old syllabus at one sitting would be sufficient)
- Preference will be given to those who possess the following;
- Fluency in English
- An acceptable qualification in computer applications of **not less than six (06) months duration** obtained from recognized institutes.
- Two years of experience** in the use of computer application packages.
- Should be **not less than 18 years and not more than 30 years of age** on the closing date of the application.

#### REMUNERATION AND OTHER CONDITIONS

- A monthly payment of Rs. 36,900 (fixed)
- This appointment is on full time contract basis for a period of six months, extendable as per need.

#### HOW TO APPLY:

Applications should be on **specified form** issued by the University. Application Form and other particulars for the above posts can be **downloaded only from Here**.

#### DOWNLOADS

- Application Form

Applicants should deposit the Application Fee of Rs.100.00 at any branch of the People's Bank in favour of **University of Jaffna** Collection Account Number: **970 0000 9000 0387**. A copy of the Bank Deposit Slip should be attached with the application as the proof of the payment of Application Fee.

#### Sample Deposit Slip is given below:

PEOPLE'S BANK		තැන්පතු පත   வைப்புச்சீட்டு   Deposit Slip		Office Copy	
මහජන බැංකුව   மக்கள் வங்கி		Account Number		දිනය   திகதி   Date	
University of Jaffna		9 7 0 0 0 0 9 0 0 0 0 3 8 7			
Name of Account Holder		Notes		Amount   ரூ   Rs.	
Your Full Name		x 5000			
Your Address		x 2000			
Your Tel. No		x 1000			
Your NIC No		x 500			
Your Signature		x 200			
		x 100			
		x 50			
		x 20			
		x 10			
		Total			

All the Educational/Professional qualifications and experience obtained as at the closing date of the applications will only be considered when evaluating the candidates. Application without the copy of the supportive documents for Educational/Professional and Experience will be rejected.

The envelope containing the duly filled application form must bear title of the post which you are applied for on its top left hand corner and send under registered post to reach us **on or before 11.11.2022** to the following address

**Assistant Registrar**  
**Faculty of Graduates Studies,**  
**University of Jaffna**  
**Palaly Road, Thirunelvely,**  
**Jaffna.**

Applicants from Government Departments, State Corporations and Statutory Bodies should apply through their Heads of respective Institutions. Advance copies of applications may be sent in the first instance. However, no such applicant will be considered for appointment if the application routed through the Head of Department is not received.

Incomplete and illegible applications and applications that are received after the closing date will be rejected without intimation.

**REGISTRAR**  
**UNIVERSITY OF JAFFNA**