

Management Assistant (Non-Technological) (01 Post)

Educational Qualifications required and other conditions of employment:

General Educational:

a) External Category

Having passed the G.C.E. (O/L) examination in six subjects in one sitting with credit passes for four subjects, including Sinhala / Tamil, English Language & Mathematics

AND

Having passed three subjects (other than General Paper) at the G.C.E (A/L) examination.

b) Internal Category

A confirmed employee who has completed at least 05 years of satisfactory service in a permanent post in the University College in the categories of primary-level skilled, semi- skilled, or unskilled.

AND

Should have passed in at least 06 subjects, including Sinhala/Tamil and English Language or Literature and Mathematics at not more than two sittings at the G.C.E.(O/L) examination.

Nature of Appointment

- This Post is permanent.
- Those recruited to the above Post become member of the Employee's Provident Fund and Employees Trust Fund.

Age

- Age should be not less than eighteen (18) years and not more than forty-five (45) years. The upper age limit will not apply to the internal candidates.

Selection Procedure

- Written competitive examination and/or a structured interview

Salary Scale & Allowances

- Salary Scale: U MN 1 - 2025 Rs. 49,475 - 10x540; 11x640; 10x890; 10x1190 - 82,715 p.m.
- Basic salary as on 2025.01.01 (As per Schedule I of Annexure 01 of Management Services Circular 06/2025): Rs. 43,350/=
- Allowances: Cost of Living Allowance Rs.17,800/= and Other Allowances approved by the Government

Other Instructions

- Applicants should send their duly filled in application form, indicating the name of the post applied for on the top left corner of the envelope, by registered post to the **Assistant Registrar, University College of Ratmalana, No. 01A, Station Road, Ratmalana**, on or before **01st October 2025**.

- Only applications sent on the prescribed form will be accepted. Applications received after the closing date and incomplete applications, and applications not submitted in the prescribed format of the University College of Ratmalana will be rejected without intimation.
- The appointments will be given for University College of Ratmalana. Transfers are not allowed.
- Applicants currently employed in Higher Educational Institutions, Government Departments, or Government Corporations must forward their applications through the Heads of their respective institutions.
- Any attempt to make an undue influence on the selection process would lead to disqualification of the applicant.

**Chief Executive Officer/Director
University college of Ratmalana
No 1 A, Station Road, Ratmalana**

Tel: 0112 626297/8