

CEYLON MEDICAL COLLEGE COUNCIL

VACANCIES

Applications are invited from qualified citizens of Sri Lanka for the following posts of the Ceylon Medical College Council. These posts are permanent with entitlement for the Employees Provident Fund and Employees Trust Fund and are non-transferable as the Ceylon Medical College Council has no branches.

1. MANAGER (HR & ADMIN) - (VACANCY - 1)

Qualifications : A Degree in Human Resources Management / Public Administration / Commerce or any other equivalent degree which is recognized by the U.G.C.

AND

A minimum of one year service experience in the relevant subject in a Government Corporation, Board, Statutory Institution or in a reputed private institution, after obtaining the first degree.

Age : Should be not less than 22 years and not more than 45 years.

Salary Step relevant to the post : Salary scales as per the Management Services Circular No. 01/2025 dated on 25.03.2025 for category MM 1-1-2025 Rs. [91,690 - 10 x 2,480 - 15 x 3,450 - 168,240] and will be placed at the initial salary step of Rs. 91,690/- and approved allowances.

2. ACADEMIC COORDINATOR - (VACANCY - 1)

Qualifications : A Special Degree in Pharmacy recognized by the U.G.C.

Age : Should be not less than 22 years and not more than 45 years.

Salary step relevant to the post : Salary scales as per the Management Services Circular No. 01/2025 dated on 25.03.2025 for category Academic Coordinator AR 1 - 2025 Rs. (91,650 - 10 x 2,480 - 15 x 3,450 - 168,200) and will be placed at the initial salary step of Rs. 91,650/- and approved allowances.

3. ACCOUNTS OFFICER - (VACANCY - 1)

Qualifications : A Degree in Accounting / Finance or any other equivalent degree which is recognized by the U.G.C.

AND

At least five (05) years post qualifying experience in a relevant field in a Corporation, Board or a reputed Statutory Institution.

Age : Should be not less than 22 years and not more than 45 years.

Salary Step relevant to the post : Salary scales as per the Management Services Circular No. 01/2025 dated on 25.03.2025 for category JM 1-1 2025 Rs. (72,650 - 10x1,360 - 18x2,040 - 122,970) and will be placed at the initial salary step of Rs. 72,650/- and approved allowances.

4. WORK AIDE - (VACANCY - 1)

Qualifications : Persons who have sat for the G.C.E. (O/L) Examination.

Age : Should be not less than 18 years and not more than 45 years.

Salary Step of the relevant Grade : Salary scales as per the Management Services Circular No. 01/2025 dated on 25.03.2025 for category Work Aide PL 1 - 2025 Rs. [40,500 - 10 x 450 - 10 x 490 - 7 x 540 - 15 x 590 - 62,530] and will be placed at the initial salary step of Rs. 40,500/- and approved allowances.

Method of Recruitment

Will be selected based on the results of a written competitive examination and/ or a structured interview conducted by a panel appointed by the Ceylon Medical College Council.

Method of Application

Applicants serving in government or semi government institutions should forward their applications through the Heads of their respective institutions.

Duly perfected applications should be sent by registered post addressed to **“Registrar, Ceylon Medical College Council, 1st Floor, UCFM Tower, Maradana Road, Colombo 08”** to receive on or before **26.06.2026** and the post applying for should be clearly mentioned on the left-hand top corner of the envelope containing the application.

Registrar
Ceylon Medical College Council

CEYLON MEDICAL COLLEGE COUNCIL

1. Personal Information:

- 1.1 Name in Full:
- 1.2 Name with Initials:
- 1.3 Gender: (Male / Female):
- 1.4 Date of Birth:
- 1.5 Age:.....Years:..... Months:..... Days:.....
- 1.6 National Identity Card No.:
- 1.7 Telephone No. Fixed:..... Mobile:
- 1.8 Email Address:
- 1.9 Address:
- 1.10 District of Residence:

2. Medium of Sitting the Exam:

3. Educational Qualifications (Mention from Highest Qualification downwards):

Ser. No.	Qualification	University / Institution	Date Completed / Validity Date	Subjects / Pass
01				
02				

4. Professional Qualifications

Ser. No.	Qualification	University / Institution	Date Completed / Validity Date	Subjects / Pass
01				
02				

5. Experience : (Mention from the present post and downwards)

Ser. No.	Post	Institution	Period
01			
02			

6. Names, Telephone Nos. and Addresses of two non-related referees :

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7. Applicant's certification:

I hereby declare that the information I have given above is true and correct to the best of my knowledge and belief.

Date :
Signature of Applicant

8. If an applicant serving in a Government, Semi Government institution, certification of the Head of Institution:

I hereby inform that the applicant Mr. / Mrs. / Miss. is serving in this institution as(designation) as a permanent / temporary / casual employee and if he / she is selected to this post he/ she can be released from service.

.....
Signature of Head of Institution
(Official Seal)

Note : Application should be perfected and sent only as per the relevant specimen. The copies of certificates that prove your educational and professional qualifications should be submitted with the application. Applications that are not perfected compatible to this specimen, incomplete application, applications that do not contain the copies of certificates and applications that have not fulfilled the qualifications as at the closing date of applications and late applications will be rejected.