UNIVERSITY OF KELANIYA
VACANCIES

PROJECT MANAGEMENT UNIT – FACULTY OF COMMERCE & MANAGEMENT STUDIES

Applications will be entertained by me up to 07.12.2026 for the following posts.

Gazette.lk SINCE 2014

01. Post : Project Secretary (On Contract)

Qualifications :

01. Should have passed the G.C.E. (O/L) Examination in six (06) Subjects with four (04) credit passes including English and Sinhala / Tamil Language and, passed three (03) subjects (other than the General Paper) at the G.C.E. (A/L) Examination.

AND

A secretarial course from a recognized institution or pursuing examinations leading to Chartered Secretary, with at least 02 years of experience in relevant field.

OR

02. A Chartered Secretary with at least 02 years of experience in the relevant field.

Note :- Eligibility

(a) Should be a citizen of Sri Lanka.

(b) Should be of good Character

Salary Scale :- Rs. 140,000 – 2 x 7,500 – 155,000

Benefits :- Entitled to contributions to the Employees' Provident Fund (EPF) and the Employees' Trust Fund (ETF).

Selection :- By Written Examination and / or an interview.

Written Examination of following subjects :-

- Knowledge in Sinhala/Tamil and English Language
- Intelligent quotient and General Knowledge
- Computer Literacy

Gazette.lk SINCE 2014 AMBITIONS REALIZED

02. Management Assistant (On Contract)

Qualifications :

01. Should have passed the G.C.E. (O/L) Examination in six (06) Subjects at one sitting with credit passes in Sinhala Language / Tamil Language , English Language / English Literature and Mathematics.

AND

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

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

03. Preferences will be given to those who possess the following.

(a) An acceptable qualification in computer application of not less than six (06) months duration obtained from a recognized institute.

AND

(b) Two years of experience in the use of computer application packages.

Note :- Eligibility

(a) Should be a citizen of Sri Lanka.

(b) Should be not less than 18 years and not more than 30 years of age on the closing date of applications.

(c) Should be of good Character

Salary :- A monthly salary of **Rs. 64,213/-** inclusive of the basic salary and cost of living allowance will be paid. Overtime allowances are applicable as per University rules and circulars.

Benefits :- Entitled to contributions to the Employees' Provident Fund (EPF) and the Employees' Trust Fund (ETF).

Selection :- By Written Examination (75% Marks) and an interview (25% Marks).

Written Examination of following subjects :-

- Knowledge in Sinhala/Tamil and English Language
- Intelligent quotient and General Knowledge
- Computer Literacy

Gazette.lk SINCE 2014 AMBITIONS REALIZED

03. Works Aide (On Contract)

Qualifications :

01. Should have passed the G.C.E. (O/L) Examination in six (06) subjects with at least two (02) credit passes in not more than two sittings.

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

Every Applicant :-

i. Should be a citizen of Sri Lanka.

ii. Should be physically and mentally fit to the discharge the duties of the post well and to serve in any part of the island.

iii. Should be of excellent moral character.

Salary :- A monthly salary of **Rs. 58,563/-** inclusive of the basic salary and cost of living allowance will be paid. Overtime allowances are applicable as per University rules and circulars.

Benefits :- Entitled to contributions to the Employees' Provident Fund (EPF) and the Employees' Trust Fund (ETF).

Selection :- Trade Test and / or Structured interview.

How to Apply ;-

Please refer to the advertisement published on the University's official website at (services.kln.ac.lk.) Application forms may be downloaded from the website. Duly completed applications on prescribed forms should be sent with copies of relevant certificates, indicating the post applied for on the top left hand corner of the envelop to reach the **Senior Assistant Registrar / Non Academic Establishment Division, University of Kelaniya, Dalugama, Kelaniya,** to be received on **before 07th December 2026**.

The University reserves the right to shortlist the candidates and / or not to recruit all the above positions or any of them due to a reason satisfied by Council. The decision of the Council would be the final in the regard.

Applications which do not meet the required qualifications, relevant qualification certificates not attached, incomplete, illegible and received after the closing date will be rejected.

Acting Registrar
University of Kelaniya,
Kelaniya
22.11.2026

Gazette.lk
SINCE 2014
AMBITIONS REALIZED

SINCE 2014 Gazette.lk AMBITIONS REALIZED

SINCE 2014 Gazette.lk AMBITIONS REALIZED