



**Confucius Institute
Faculty of Arts**

Vacancy

**Post of Clerical Assistant
(On Assignment Basis)**

The Confucius Institute at University of Colombo will entertain applications from suitably qualified persons for the post of Clerical Assistant (On Assignment Basis) with excellent computer skills support Chinese Language and Culture Teaching and office work.

Job Responsibilities

- Attends to all examination works
- Attends to student registration works
- Maintains examination records accurately and confidentially
- Handling of Student Information System (SIS)
- Attends to Convocation works

Minimum Qualifications

1. Should have passed the G.C.E. (O/L) Examination in six (06) subjects at one sitting with credit passes in Sinhala/Tamil Language, English Language/ English Literature, and Mathematics.
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2. Should have passed all the subjects in G.C.E. (A/L) Examination at one sitting (Except the Common General Paper) at one sitting. (Passing in three (03) 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.
 - a) An acceptable qualification in computer applications of not less than six (06) months duration obtained from a recognized institute.
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 - b) Two years of experience in the use of computer application packages.
4. Should be a citizen of Sri Lanka and should be a good character.

Age	: Between 18 – 30 years
Remuneration	: Rs. 20,000/- + Rs. 7,800/- (COL) + EPF (12%) + ETF (3%) and government approved allowance Rs. 5,000/- as per UGC Circular No. 02/2022
Period of Contract	: One year

GENERAL CONDITIONS

This appointment is on assignment basis, initially for a period of one year. However, the university may consider extending the service of the selected candidate depending on satisfactory performance and the requirement of the university during the period of the contract.

Applications can be downloaded from the website www.cmb.ac.lk

Duly filled applications should be sent to “**Director, Confucius Institute, Faculty of Arts, University Of Colombo, Colombo 03**” by registered post on or before 14.12.2023. The Post applied for should be marked on the top left-hand corner of the envelope.

Photocopies of the relevant certificates should be sent to verify the eligibility and applications which are not supported with such certificates will be rejected.

Registrar,
University of Colombo,
Colombo 03.
24.11.2023