



## VACANCIES

### University of Sri Jayewardenepura

#### Recruitment for the Post of [Administrator (Electrical)/Management Assistant (Store Keeper)/Mason] on Contract Basis

Applications will be received from applicants possessing experience acceptable to the University and who have fulfilled the undermentioned qualifications to be recruited to the Posts of Administrator (Electrical)/Management Assistant (Storekeeper)/Mason, existing vacant in this University.

Relevant applications can be downloaded from the Link [www.sjp.ac.lk/vacancies](http://www.sjp.ac.lk/vacancies). **Completed applications along with certified copies of relevant certificates in proof of educational and other qualifications should be sent addressed to "Assistant Registrar, Non-Academic Corporate Section, University of Sri Jayewardenepura, Gangodawila, Nugegoda", to be received on or before 31.01.2024.** The cover containing the application should be marked the post applied for at the left-side top corner.

The facts that non-mentioning of the required information, unclearness, not fulfilling the qualifications required for the post and submission of applications after the closing date and time, will result in rejecting such applications. Any application that had been rejected will not be re-considered for any reason. Receiving such appointment on contract basis should not be considered as a right to receive any permanent post in the university.

#### Administrator (Electrical) on Contract Basis

##### Qualifications :

- I) National Certificate of Technology (Electrical) or equivalent qualifications with three (03) years service experience. (It will be sufficient to have obtained the service experience while following the National Certificate of Technology Course),  
or
- II) Passed G.C.E. (O/Level) Examination in six subjects in not more than two sittings and have obtained five years (05) experience as an Administrator in the relevant field at a Government Department, Local Government Institution, State Corporation or a reputed Engineering Institution.

**Salary** : Rs. 31,625.00 (Basic Salary) + Rs. 7,800.00 (Cost of Living Allowance) + Rs. 5,000.00 (Special Allowance under the Commission Circular No. 02/2022).

**Recruitment** : By a Trade Test / Interview.

**Age** : Should be not above 45 years.

#### Management Assistant (Storekeeper) on Contract Basis

##### Qualifications :

- I) Should have passed G.C.E. (O/Level) Examination in one sitting in 06 subjects with credit passes for
  - Sinhala Language/Tamil Language
  - English Language/English Literature
  - Mathsand
- II) Passed G.C.E. (A/Level) Examination in all subjects in one sitting (Except the common question paper).

Preference would be given to applicants fulfilling the following qualifications :

- Followed an acceptable Computer Application Course not below a 06 months period from a recognized Institution  
and
- 02 years experience in Computer Application Package usage.

##### Qualifications specific to the Post :

- Should have one year experience in Store-Keeping and/or passed Commerce subject at the G.C.E. (O/Level) Examination or passed Accountancy subject at the G.C.E. (A/Level) Examination.

##### Note :

Should submit either a Security Deposit / Cash Security as decided upon by either the University Grants Commission / Higher Education Institutions.

**Salary** : Rs. 30,725.00 (Basic Salary) + Rs. 7,800.00 (Cost of Living Allowance) + Rs. 5,000.00 (Special Allowance under the Commission Circular No. 02/2022).

**Recruitment** : By a Written Test and an Interview.

**Age** : Should be between 18 and 30 years.

#### Mason on Contract Basis

##### Qualifications :

- I) Should be able to read and write.
- II) Should possess knowledge in the following fields :
  - a) Brick work and various methods used in the construction of Wall Base, Wall Arches, Cone Columns, Smoke Windows, Garbage Drain Holes, etc.
  - b) All types of Plasters, Pre-stressed Concrete Mixing and Laying
  - c) Reading of Plans and base-laying for simple constructions
  - d) Painting Work including usage of Emulsion Paints.
- III) Not less than 02 years experience in Masonry Work.

**Salary** : Rs. 29,915.00 (Basic Salary) + Rs. 7,800.00 (Cost of Living Allowance) + Rs. 5,000.00 (Special Allowance under the Commission Circular No. 02/2022)

**Recruitment** : By a Trade Test and an Interview.

**Age** : Not above 45 years.

**Applicants should contribute 10% of his earnings to the University Provident Fund and the University will provide an amount equivalent to 15% towards it. An additional 3% will also be provided to the Employees' Trust Fund (ETF) by the University.**

**Contract Period** : Initially the period will be 05 months and with the possibility of extending the contract for further period based on condition of service.

**Registrar**