



POSTGRADUATE INSTITUTE OF MEDICINE

University Of Colombo, Sri Lanka

VACANCY



Applications are invited from suitable candidates for the following post up to 31.08.2024 at the Postgraduate Institute of Medicine, University of Colombo.

I. Post of Programme Assistant (Telephone Operator cum Receptionist) – 01 Post (Assignment Basis)

Qualifications :

(I)

- a) G.C.E. (Ordinary Level) Examination in six subjects with credit passes in three subjects at not more than two sittings. The credit passes should include Sinhala/Tamil Language or Literature and English Language or Literature.

OR

- b) Should be able to converse fluently in English.

Note:

- Preference will be given to candidates who have experience in the operation of a Telephone Switch Board.

Age : Not more than 40 years

Salary : All-inclusive monthly allowance of Rs. 68,000.00

• **Other Benefits Applicable to the Post:**

8% and 12% of the salary of the selected candidates will be credited to the Employees Provident Fund by the employee and employer respectively and 3% of the salary will be credited to the Employee Trust Fund by the employer.

Duly completed applications should be forwarded with certified copies of relevant certificates to the link given: <https://docs.google.com/forms/d/16gFOyLIbpva-l-UWCUajGhXXWa8vPZz87E73Cjn9uFA/edit> on or before 31.08.2024.

The PGIM reserves the right to shortlist applicants.

Applications submitted after the closing date will not be considered.

Director,
Postgraduate Institute of Medicine,
No. 160, Prof. Nandadasa Kodagoda Mawatha,
Colombo 07.