



Post of Secretarial Assistant

(on Assignment Basis)

Extension Courses in English

Department of English-University of Colombo

Walk-in Interview

Suitably qualified candidates for the **post of Secretarial Assistant** at the Extension Courses in English, Department of English, University of Colombo are invited to attend a **Walk –in Interview**.

The candidates should possess the following qualifications:

- i) G.C.E(O/L) Examination passes in six subjects at one sitting with credit passes in English, Sinhala & Mathematics
- ii) G.C.E(A/L) Examination passes in all subjects (except the common general paper) at one sitting
- iii) A degree from a recognized university in Sri Lanka

AND

- iv) The ability to
 - a) work with MS Word and Excel
 - b) prepare draft budgets and handle accounts
 - c) work independently without supervision
 - d) handle official correspondence and communications in English
 - e) handle processing of applications and other course related administrative work
- v) At least two years of work experience.
- vi) Age Between 18 and 45 years on the date of the interview

GENERAL CONDITIONS

This appointment is on an assignment basis, initially for a period of 6 months. However, the University may consider extending the service of the select candidate depending on satisfactory performance and the requirements of the University during the period of the contract.

Able to work five (5) days of the week, including Saturdays and Sundays (the selected candidate is entitled to take Monday and one weekday off)

Remuneration

A total remuneration of Rs. 347,070/-, (57,845 x 6) payable in 06 equal monthly installments, based on the work completed.

HOW TO APPLY: Walk in interview

Interested candidates are requested to be present at the Department of English on Tuesday, **03 November 2026 at 9am** for a Language Test and Interview.

Please bring:

A self- prepared Curriculum Vitae (CV), all original educational and employment certificates, and your National Identity Card (NIC) or Passport

Registrar
University of Colombo