



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 common general paper) at one sitting
AND
- iii) 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
- iv) At least five years of work experience in a similar capacity, preferably within the university system.
- v) Able to work five (5) days of the week, including Saturdays and Sundays (the selected candidate is entitled for two weekdays off)
- vi) Age below 35 years

GENERAL CONDITIONS

These assignments are on full-time, contract basis, initially for a period of one year. Upon satisfactory performance the contract can be extended up to another year. The appointee has no right to claim permanency under any circumstances.

Salary: Basic Salary Rs. 32,500/- + Cost of Living Allowance (Rs. 17,800/-)

The selected candidate will contribute 8% of his/her salary to EPF and the Institution will contribute 12% to EPF and 3% to ETF.

HOW TO APPLY: Walk in interview

Interested candidates are requested to be present at the Department of English

On **Thursday, 04th June 2026**, for a Language Test and Interview.

The Language Test: 9.00 a.m. Candidates are requested to be present by 8.45 a.m.

The Interview will follow at **10.00 a.m.**

Please bring:

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

Registrar
University of Colombo