



**UNIVERSITY OF COLOMBO
SRI LANKA**

VACANCIES (On a Contract basis)

Applications are called for the above position under the Centre for Contemporary Indian Studies (CCIS), University of Colombo funded by the Indian High Commission, Colombo.

Secretary (On contract)

Minimum Qualifications

1. BA degree from a recognized university preferably in the field of Sociology/Anthropology/International Relations/History or a relevant discipline
2. Age below 35 years
3. Excellent command of written and spoken English and good communication and PR skills
4. Should possess good computer literacy skills.
5. Skills in research and writing will be an added qualification

Remuneration : Rs. 26,500/- + Cost of Living Allowance + EPF (12%) + ETF (3%) and government-approved allowance Rs. 5,000/- as per UGC Circular No. 02/2022

Period of Contract: One year

The ideal candidate should be able to handle correspondence and administrative functions of the Centre under the guidance of the Director/CCIS.

GENERAL CONDITIONS

This appointment is on a contract 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 university's requirements during the contract period.

Instructions for completing the application process can be obtained by visiting the University Website. (<https://cmb.ac.lk/vacancies>)

All applications should be submitted by filling out the Google Form using the relevant link on the university website.

<https://forms.gle/oz2GfUyf3rBaLyug8>

It is compulsory to send the hard copy of the same generated PDF document with the signature of the Candidate. Any Alterations made to the original document and non-submission of the hard copy of the original PDF document cause disqualification from the selection process. If the Prospective candidate is currently employed at a higher educational institution, government department, or government corporation, the recommendation of the Head of the institution shall also be included in the application.

Additionally certified copies of relevant educational (including transcripts), professional extra-curricular and service certificates are also required to be enclosed to the said complete application and be forwarded the same under the registered post & email (recruit@nonaca.cmb.ac.lk) to the “**Senior Assistant Registrar, Faculty of Graduate Studies, University of Colombo, No. 35/30, Prof. Stanley Wijesundara Mawatha, Colombo 07**” on or before **10.01.2025**.

INSTRUCTIONS TO THE APPLICANTS

- Before applying, the candidate should carefully read the complete advertisement on the university website and ensure that he/she meets the minimum qualifications required for the interested post/s.
- It is mandatory to fill in all the required fields in the online application system. Relevant annexures should be uploaded as a zip file. Incomplete applications which do not comply with the instructions will be rejected.
- Filling all fields should be completed during one single attempt. Please note that candidates do not have the option to save and continue later.
- Upon successful submission of the application, the candidate will receive an automatic acknowledgment of receipt. If the candidate has not received an acknowledgment of receipt, he/she has not submitted his/her application correctly, and the University of Colombo will not consider him/her as a candidate.
- Candidates should furnish their application with true and correct information. If any of these particulars are found to be false or inaccurate, the candidate is liable to be disqualified before the selection and to be dismissed without any compensation if the inaccuracy is detected after the appointment.
- Candidates should ensure that they complete and submit their application online well in advance of the closing date to meet the deadline. Candidates bear full responsibility for the timely submission of their applications. The University of Colombo cannot be liable for any delays that are unrelated to its system.
- Upon submission of the above form, the application process will not be considered complete. After submission, the candidate will receive an email with instructions for completing the application process.
- If the candidate encounters any problems with the application process, they can contact Non-Academic Establishment Division by emailing recruit@nonaca.cmb.ac.lk or contact via +94 112 55 38 66

Registrar
University of Colombo
Colombo 03.
23.12.2024