



NOTICES

Internal Vacancies Only – Post of Sub Warden, Technical Officer, Technical Officer (ICT), Driver, Laboratory Attendant, Library Information Assistant

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University of Jaffna, Sri Lanka

INTERNAL VACANCIES

Applications are invited from the **employees of the UGC and Higher Educational Institutions** for the posts listed below.

Applications should be made as per the specimen forms attached and should be forwarded through the Secretary of the UGC or the Registrar of the Higher Educational Institution / the Rector of the Campus / the Director of the Institute concerned and it should be sent under registered cover to reach the Deputy Registrar / Non Academic Establishments, University of Jaffna, Sri Lanka on or before **04.04.2025** (Certified copies of the relevant documents should be enclosed with the application). Applications which do not provide required information or those which do not conform to the other requirements and late applications will be rejected.

Rejected applications will not be considered under any circumstances, without information.

Please note that **employees holding permanent cadre posts should not be allowed to apply for another permanent post during their probationary period** according to the Establishments Circular Letter No. 03/2013 of 15/03/2013.

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- [Application Form \(Internal Candidate Only\)](#)

➤ POST OF SUB WARDEN (FULL TIME), GRADE II – (MALE/FEMALE)

Qualifications :

A graduate of a recognized University. Preference will be given to those with experience in administration and management of hostel.

Salary Scale : U-MN 3 (II) – Rs.42,885-18×660-54,765 p.m

Selection : By Interview

SERVICE CONDITION

Full-time Sub-Wardens shall reside in the halls of residence to which they are appointed. A sum to be stipulated by the Higher Educational Institution will be recovered from their salaries to meet the cost of Board.

➤ TECHNICAL OFFICER GRADE II SEG.B (TRAINEE)

Qualifications:

- Passes in six subjects at the G.C.E. (Ordinary Level) Examination including five credits obtained in not more than two sittings. The credit passes should Science and Mathematics.

OR

- Passes in six subjects at the G.C.E. (Ordinary Level) Examination obtained in not more than three sittings and Eight years satisfactory permanent services in the UGC or Higher Educational Institution / Institute. The subjects passed should include Science and Mathematics.

OR

- Fifteen years satisfactory permanent service as a Laboratory Attendant in a Higher Educational Institution / Institute

Salary Scale : U-MT 1(IIIA) Rs.31,625-7×300;10×355-37,275 p.m.

Selection By : Aptitude Test and Interview

➤ TECHNICAL OFFICER (ICT) GRADE III

Qualifications:

- Should have passed in three (3) subjects at the G.C.E. (Advanced level) examination in one sitting in any stream

AND

- Having obtained a certificate of proficiency not below than the N.V.Q. Level 5 issued by a Technical/Vocational Training Institute accepted by the Tertiary and Vocational Education Commission or recognized Institution in the field of Information Communication and Multimedia Technology/ Information and Communication Technology/ Information Technology or Equivalent.

Salary Scale : U-MT 1(III) Rs.31,625-7×300;10×355-37,275 p.m.

Selection By : Aptitude Test and Interview

➤ Driver, Grade III

Qualifications:

- Having obtained the license issued by the Commissioner General of Motor Traffic for driving heavy vehicles and a minimum of three (03) years' experience in driving after obtaining the driving license

AND

- b) Completion of minimum five (05) years satisfactory service in a post in the category of Primary Semi Skilled (U-PL 2) or Primary Unskilled (U-PL 1) and confirmed in the present post.

Salary Scale : U-PL 3(III) -Rs.29,915-10×270-10×300-10×355-12×385-43,785p.m.

Selection By : Trade Test and Interview

➤ LABORATORY ATTENDANT, Grade III

Qualifications:

Employees of Primary Level Unskilled (U-PL1) who have been confirmed in the present post

- Should have passed the G.C.E. (O/L) Examination in six subjects (06) with at least two (02) credit passes in not more than two sittings and Having obtained a proficiency certificate not below than the National Vocational Qualifications (NVQ) Level 2 or 3 issued by a Technical/ Vocational training institute accepted by the Tertiary and Vocational Education Commission, relevant to the function of each post.

OR

- Should have passed the G.C.E. (O/L) Examination in six subjects (06) with at least two (02) credit passes in not more than two sittings and one year (01) working experience in a relevant field with industrial skills.

OR

- Should Completed a minimum of five (05) years working experience in the relevant field with industrial skills.

Salary Scale : U-PL2(III)-Rs.28,025-10×270-10×300-10×355-12×385-41,895p.m.

Selection By : Trade Test and Interview

➤ LIBRARY INFORMATION ASSISTANT, GRADE III

Qualifications:

- Should have passed the G.C.E. (Ordinary Level) Examination in six (06) subjects with at least three (03) credit passes in not more than two sittings with passes in :-

- Sinhala Language / Tamil Language
- English Language / English Literature
- Mathematics

AND

- Should hold a permanent post in a Primary Level carrying a salary scale denoted by the salary code of U-PL & be confirmed in a Primary Level (U-PL) post with five (05) years of continuous satisfactory service in Library of a Higher Educational Institution.

* Preference will be given for who have obtained acceptable qualification in computer applications of not less than six (06) months duration from a recognized.

Salary Scale : U-MN1(IIIA) – Rs.30725-17×300-35825 p.m

Selection By : Test and Interview