

# **NOTICE OF VACANCIES**

## **FACULTY OF AGRICULTURE - UNIVERSITY OF PERADENIYA**

Applications are invited from dynamic, enthusiastic and self-motivated candidates for the following position at the Faculty of Agriculture, University of Peradeniya.

### **POST OF MANAGEMENT ASSISTANT (ON CONTRACT BASIS – 12 MONTHS)**

#### **Responsibilities**

- Maintaining the administrative and financial documentation.
- Preparing the reports on income, expenses and budgets.
- Coordinates with the other Departments, Unites and Divisions of the University to Prepare Financial Documents.
- Checking vouchers and other documents relating to Agribusiness Centre and Agri Education Unit.
- Maintaining Income and Expenditure reports of Agribusiness Centre and Agri Education Unit.
- Maintaining Indent Registers and other related Registers.
- Preparation of Bank Reconciliation Statements.
- Any other works assigned by the Dean/ Senior Assistant Bursar of the Faculty.

#### **Qualifications & Experience**

- Should have passed the G. C .E (O/L) Examination in six (06) subjects at one sitting with credit passes in;
  - Sinhala Language/ Tamil Language
  - English Language/ English Language
  - Mathematics&
- Should have passed in all subjects at G C E [A/L] Examination in **Commerce Stream** (except the Common General Paper) at one sitting [*Passing in 3 subjects under the old syllabus at one sitting would be sufficient for this purpose.*]
- Preference will be given to those who possess the following;
  - An acceptable qualification in computer applications of not less than six (06) months duration obtained from a recognized institute.

### Other Attributes

- Excellent communication skills
- Administrative, writing, and report skills

### Method of Recruitment

Selection by the Interview

### Age Limit

Should be not less than 18 years and not more than 35 years of age on the closing date of applications.

### Remuneration

All inclusive monthly allowance of Rs. 21,739.13/- (including EPF & ETF) will be paid. In addition to that Rs. 5,000/- paid according to UGC Circular 02/2022 and Rs. 2,500 .00 paid according to MCM decision of Agribusiness center.

### General Note:

- The University reserves the right to shortlist the applications and summon candidates for the interview, as per the prevailing rules and regulations.
- The selected candidate will become a contributor to the Employees Provident Fund and the Employees Trust Fund, the contributions being 8% of the monthly earnings to the EPF monthly by the employee and in turn the employer will contribute a sum equal to 12% of the monthly earnings to the EPF and a further contribution of 3% to the Employees Trust Fund respectively.
- Interested candidates have to submit their curriculum vitae along with photocopies of Birth Certificates, Education Certificates and any other relevant Certificates in proof of qualifications and experience to be sent via **Registered Post** to reach the **Senior Assistant Registrar, Faculty of Agriculture, University of Peradeniya on or before 24<sup>th</sup> April 2025.**
- Curriculum vitae without documents of proof and late submissions will be rejected.

### Condition of Contract

The successful candidate will be offered Twelve months contract at Faculty of Agriculture, University of Peradeniya.