

Applications are invited from suitable candidates who fulfill the qualifications for the following positions that are vacant at the Institute of Human Resource Advancement of the University of Colombo.

Application forms and the other details can be downloaded from the website of the Institute of Human Resource Advancement (<https://www.ihra.cmb.ac.lk/vacancies/>) The applications submitted in the prescribed forms will only be considered.

Applications for these posts be sent by email to the [vacancies@ihra.cmb.ac.lk](mailto:vacancies@ihra.cmb.ac.lk) to receive on or before 18.10.2025. Please ensure that the position applying for is clearly indicated on the subject of the mail

## **A. Post of Management Assistants Grade III:**

### **Qualifications:**

1. Should have passed the G.C.E.(O/L) Examination in six (06) subjects at one sitting with credit passes in –
  - i. Sinhala Language/Tamil Language
  - ii. English Language/English Literature
  - iii. Mathematics;
2. Should have passed the G.C.E.(A/L) Examination in all three subjects (Except the Common General Paper) at one sitting. (Passes in three subjects under the old syllabus at one sitting would be considered for this purpose.)
3. Preference will be given to those who possess the following;
  - a. An acceptable qualification in Computer applications of not less than six (06) months duration obtained from a recognized Institute; AND
  - b. Two years of experience in the use of Computer application packages.

**Age:** Should be of not less than 18 years and not more than 30 years of age on the closing date of applications

### **NOTE:**

**Eligibility:** a. Should be a citizen of Sri Lanka  
b. Should be of good character.

**Selection:** By written Examination, Practical test and Interview

**Salary Scale:** Rs. 49,475-17x540-58,655 (p.m.)

## **B. Post of Works Aide Grade III:**

**Qualifications:** Should have passed the G.C.E.(O/L) Examination in six (06) subjects with at least two credit passes in not more than two sittings.

**Age:** Should be of not less than 18 years and not more than 45 years of age on the date of closing of applications

**Selection:** By written Competitive Examination and/or structured Interview

**Salary Scale:** Rs. 42,775-16x450-49,975 (p.m.)

### **NOTE:**

**Eligibility:** a. Should be a citizen of Sri Lanka  
b. Should be physically and mentally fit to discharge the duties of the post well  
c. Should be of good character.

Incomplete applications or those lacking required details, including certified photocopies of certificates verifying qualifications and experience or received after the closing date will be rejected.

**ACTING DIRECTOR**

Institute of Human Resource Advancement  
275, Baudhaloka Mawatha, Colombo 7