

POSTGRADUATE INSTITUTE OF MANAGEMENT

University of Sri Jayewardenepura

The Postgraduate Institute of Management will entertain applications from suitably qualified candidates for the following posts.

- I. Management Assistant (Grade III)
- II. Works Aide (Grade III)

I. POST OF MANAGEMENT ASSISTANT (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 in all subjects at G.C.E. (A/L) Examination (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.)
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.&
 - (b) Two years of experience in the use of computer application packages.

Method of Recruitment:

Recruitment is made by Written Examination (75% marks) of following subjects and interview (25% marks).

- Knowledge in Sinhala/Tamil & English Language
- Intelligent quotient and General Knowledge
- Computer Literacy

Eligibility:

- i. Should be a citizen of Sri Lanka
- ii. Should be not less than 18 years and not more than 30 years of age on the closing date of applications.
- iii. Should be of good character

Salary:

Salary Scale: U-MN 1(III) - 49,475-17x540 – 58,655 (p.m.)

Government approved allowances will be paid and contributions to Universities Provident Fund (UPF), Universities Pension Scheme and Employees' Trust Fund (ETF) will also applicable.

Application Processing Fee:

A non-refundable application processing fee of Rs. 1,000/ is required for the post of Management Assistant, Grade III. This payment should be made to Postgraduate Institute of Management Account No. 192596 at Borella - Super Grade Branch of Bank of Ceylon.

Applicants must write their name, bank details, and reference "PIM MA GRADE III" on the customer copy of the bank slip, which should then be attached to the application form. Incomplete slips without applicant details will be rejected.

Application Procedure :

- i. A Google Form will be available for applicants applying for the post of Management Assistant (Grade III) until 2.00 p.m. on 29th, September 2025. To access the form, applicants should visit the Vacancies tab on the official website of the Postgraduate Institute of Management at www.pim.sjp.ac.lk.
- ii. After successfully submitting the application through the online platform, applicants must follow the general application procedure mentioned in this advertisement.

II. 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.

Eligibility:

- Every applicant
- i. Should be a citizen of Sri Lanka
 - ii. Age should be not less than 18 years and not more than 45 years of age on the closing date of applications
 - iii. Should be of good character sound physical health

Salary:

Salary Scale: U-PL 1 (III) - Rs. 42,775- 16x 450- 49, 975 (p.m.)

Government approved allowances will be paid and contributions to Universities Provident Fund (UPF), Universities Pension Scheme and Employees' Trust Fund (ETF) will also applicable.

General Application Procedure:

Duly filled specimen application form should be sent to **Senior Assistant Registrar, Postgraduate Institute of Management, 28, Lesley Ranagala Mawatha, Colombo 08** under registered cover along with copies of relevant certificates to reach **on or before 29th September 2025**. Applications sent in the specified form will only be accepted. (Specimen application forms are available on the PIM website, i.e. www.pim.sjp.ac.lk).

Note:

Applicants applying for the post of Management Assistant (Grade III) are required to complete both the online application and the general application procedures. Incomplete applications, whether missing the online submission or the general application will be rejected without prior notice.

The name of the post in respect of which the applications are sent should be stated on the top left-hand corner of the envelope.

- i. Candidates in the service of the University Grants Commission and Higher Educational Institutions/Institutes, Government Departments, State Corporations and Statutory Boards should channel their applications through the Heads of their respective Institutions. Applications which are not forwarded through the respective Heads of Departments will be rejected.
- ii. Applications received after the closing date and incomplete applications will not be entertained.
- iii. The Postgraduate Institute of Management reserves the right to shortlist the candidates by following a suitable method.

Director
Postgraduate Institute of Management
28, Lesley Ranagala Mawatha,
Colombo – 08

14th September, 2025



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University of Sri Jayewardenepura

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