



## **ADVERTISEMENT**

**Post of Program Assistant (on Assignment Basis)**

**Postgraduate Centre for Business Studies**

**Faculty of Management Studies and Commerce**

**University of Sri Jayewardenepura**

Applications are invited from eligible candidates for the below mentioned post at Postgraduate Centre for Business Studies, Faculty of Management Studies and Commerce, University of Sri Jayewardenepura.

**Name of the post: Program Assistant (on Assignment Basis)**

### **Required Qualifications:**

1. Should have passed the G.C.E. Ordinary Level Examination in six (06) subjects at no more than two sittings with credit passes in 6 subjects.

The credit passes should include:

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

**and**


2. Should have passed in at least two subjects at G.C.E. Advance Level Examination (except the Common General Paper) at one sitting.
3. Preference will be given to those who possess the following:
  - a) An acceptable qualification in computer application of not less than six (06) months duration obtained from a recognized institute.
  - b) Two years of experience in computer application packages.
  - c) Work experience in a similar position in the Sri Lankan University system (either in a state university or a private university).

**Note:**

- All inclusive monthly allowance of Rs.50,000/- + UPF & ETF Contribution will be paid.
- Applicants' age should be between 18-45 years as at the closing date of applications.
- The appointment is initially for a period of 01 year on assignment basis and will be extended based on the performance, maximum up to 02 years.

Self-prepared applications should be forwarded with the certified copies of relevant educational/ professional and service certificates via email to [pcbs.mgt@sip.ac.lk](mailto:pcbs.mgt@sip.ac.lk) or registered post to the Assistant Registrar, Faculty of Management Studies and Commerce, University of Sri Jayewardenepura, Gangodawila, Nugegoda on or before 04<sup>th</sup> August 2025 mentioning the post applied in the email subject or top left hand corner of the envelope.

The University reserves the right to shortlist applicants. Applications submitted after the closing date will not be considered.



Registrar

University of Sri Jayewardenepura

29.07.2025