



VACANCY

Ceylon Medical College Council Management Assistant (Grade III)

Applications are invited from eligible candidates who possess the under mentioned qualifications and experience for one Post of Management Assistant (Grade III)

Eligibility Requirements:

1. Should have passed the G.C.E. (O/L) Examination in six (6) subjects at one sitting with credit passes in :
 - i. Sinhala Language **or** Tamil Language
 - ii. Mathematics
 - iii. English Language/English Literature
2. Should have passed three (3) subjects at G.C.E. (A/L) Examination at one sitting. (Passing in 3 subjects under the old syllabus at one sitting would be sufficient for this purpose.)
3. Should have following work experience
 - (a) An acceptable qualification in computer applications of not less than six (6) months duration obtained from a recognised institute, **or**
 - (b) Two years of experience in the use of computer application packages.
4. Should be a citizen of Sri Lanka.
5. Should be not less than 18 years and not more than 30 years of age on the closing date of application.

Terms of Appointment:

This position will be on permanent basis subject to a probationary period of three years.

The initial monthly gross salary on permanent basis will be Rs 30,000/- approximately.

Applications giving full bio-data including Educational/Professional Qualifications, work experience, and certificates of good character from two non-related referees should be sent under Registered Cover or hand delivered to reach the undersigned on or before 3.00 p.m. on Friday 15 January 2021.

Photocopies of the relevant certificates should be attached together with the application, but originals should be available at interview.

Registrar
Ceylon Medical College Council
Faculty of Medicine
Kynsey Road, Colombo 8
30th December 2020