

Management Assistant Grade III (On contract basis)

📅 April 18, 2022 👤 Rjt664 🗨️ 0

Management Assistant Grade III (On contract basis)

Faculty of Management Studies –Rajarata University of Sri Lanka

The Faculty of Management Studies invites applications for the above post from candidates having the following qualifications

Qualifications:-

1. Should have passed the G.C.E. (O/L) Examination with six (06) subjects in one sitting with credit passes for :-
 - i. Sinhala Language/ Tamil Language
 - ii. English Language / English Literature
 - iii. Mathematics

AND

2. Should have passed all the subjects at the G.C.E. (A/L) Examination (except the Common General Paper) in one sitting.

* 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 work experience in the use of computer application packages.

Eligibility:-

- a) Should be a citizen of Sri Lanka.
- b) Should be not less than 18 years and not more than 30 years of age to the closing date of applications.
- c) Should be a good character.

Salary: – All inclusive Rs. 38525.00 per month

Method of Recruitment: – The selection is done through a structured interview and the appointment will be given for six (06) month period on a contract basis.

How to apply

Duly filled applications should reach Senior Assistant Registrar, Faculty of Management Studies, Rajarata University of Sri Lanka, Mihintale on or before 25th April 2022.

Certified Photocopies of the certificates of Educational/ Professional qualifications and Service Certificates if any should be sent along with the application.

The post applied should be indicated on the top left-hand corner of the envelope. Applications received after the closing date, applications not in accordance with the format given in the University website and incomplete applications will be rejected.

Application forms and relevant details can be obtained by visiting www.rjt.ac.lk university website.

Application Form

Registrar

Rajarata University of Sri Lanka

Mihintale.

08.04.2022