

Vacancies for the Post of Management Assistant (Clerical Services)



UNIVERSITY OF COLOMBO SCHOOL OF COMPUTING (UCSC) VACANCIES (ON CONTRACT)

University of Colombo School of Computing (UCSC) a leading Higher Education Institute which provides Undergraduate and Postgraduate education in computing and related fields in Sri Lanka will entertain applications for the following posts from suitably qualified persons up to **Monday, 16th February 2026**.

01. MANAGEMENT ASSISTANT (CLERICAL SERVICES)

EDUCATIONAL QUALIFICATIONS:

(1) G.C.E. (Ordinary Level) Examination in six (06) subjects in one sitting with credit passes in,

1. Sinhala language/ Tamil Language
2. English Language/ English Literature
3. Mathematics

AND

(2) Passed in all subjects at G.C.E. (Advanced Level) 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:

- An acceptable qualification in Computer Applications of not less than six (06) months duration obtained from a recognized institute
- Two years of experience in the use of computer application packages (Priority will be given as per the service requirement for the fields of University services and Accounting)
- Knowledge in University Services/ Student Services/ Examinations/ Accounting and Commerce

Salary: Rs.67, 275/- (Basic Salary + Cost of Living Allowance)

Method of Recruitment: Written Examination and/ or Interview

Age: Between 18 - 30 years

Applicable conditions:

1. Complete and submit the relevant online application form available in the UCSC web site (<https://ucsc.cmb.ac.lk/>). At the same time, please download a copy of submitted application and send it along with your CV to drest@ucsc.cmb.ac.lk (Deputy Registrar/ Establishment Division) on or before **16th February 2026**. Please indicate the name of the post, **"Management Assistant (Clerical services) on contract"** in the subject heading of the email.
2. Applications received after the closing date, incomplete or not submitted on the format in the UCSC website will be rejected.
3. University of Colombo School of Computing reserves the right to short list the candidates.

OTHER BENEFITS APPLICABLE TO above position:

i) Provident Fund

10% and 15% of the salary by the employee and employer respectively will be credited to the Universities Provident Fund.

ii) Employees Trust Fund

3% of the salary by the employer

Director

University of Colombo School of Computing

No. 35, Reid Avenue

Colombo 07.

28.01.2026

[Online Application](#)

BY ADMIN | JANUARY 29, 2026 | ANNOUNCEMENT , VACANCY , VACANCY_NON



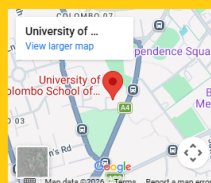
Contact us

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