NOTICE OF VACANCIES

DIPLOMA IN EXERCISE AND SPORT SCIENCES PROGRAMME

FACULTY OF MEDICINE - UNIVERSITY OF PERADENIYA

Applications are invited from dynamic, enthusiastic and self-motivated candidates for the following position at the Diploma in Exercise and Sport Sciences (DESS) Programme of the Faculty of Medicine, University of Peradeniya.

POST OF MANAGEMENT ASSISTANT (ON CONTRACT BASIS)

Responsibilities

Assist in the management of the front office, students registration process, day to day management of the course, and any other work assigned by the Coordinator of the DESS program.

Qualifications & Experience

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

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2. Should have passes 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;

   i. An acceptable qualification in computer applications of not less than six (06) months duration obtained from a recognized institute.

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   ii. Two years of experience in the use of computer application packages.

4. Should be a citizen of Sri Lanka
5. Should be of good character and sound physical health

Other Attributes

- Excellent communication skills
- Administrative, writing , and report skills

Method of Recruitment
Selection by an Interview

Age Limit
Should be not less than 18 years and not more than 30 years of age on the closing date of application

Remuneration
All inclusive monthly allowance of Rs. 40,000/= will be paid.

General Note:

i. The University reserves the right to shortlist the applications and invite candidates for the interview, as per the prevailing rules and regulations.

ii. The selected candidate will become a contributor to the Employees Provident Fund (EPF) and Employees Trust Fund (ETF). The contributions are 8% of the monthly earnings to the EPF by the employee and in turn, the employer will contribute a sum equal to 12% of the monthly earnings to the EPF and a further contribution of 3% to the Employees Trust Fund respectively.

The total amount so contributed will be refunded to the employee once his/her services are ceased.

iii. Interested candidates have to submit their curriculum vitae along with photocopies of Birth Certificates, Education Certificates and any other relevant Certificates in proof of qualifications and experience through **Registered Post** to reach the **Senior Assistant Registrar, Faculty of Medicine, University of Peradeniya on or before 20th November 2026.**

iv. Curriculum vitae without documents of proof and late submissions will be rejected.

Condition of Contract

The successful candidate will be offered a one year contract at the Diploma in Exercise and Sport Sciences Programme of the Faculty of Medicine, University of Peradeniya.

Acting Registrar

Acting Registrar
University of Peradeniya
PERADENIYA.