

**UNIVERSITY OF JAFFNA, SRI LANKA**  
**VACANCIES**

Applications are invited from the employees of the UGC and Higher Educational Institutions for the posts listed below.

Applications should be made as per the specimen forms attached and should be forwarded through the Secretary of the UGC or the Registrar of the Higher Educational Institution / the Rector of the Campus / the Director of the Institute concerned and it should be sent under registered cover to reach the Senior Assistant Registrar / Establishments (NA), University of Jaffna, Sri Lanka on or before 14<sup>th</sup> November, 2014 (Certified copies of the relevant documents should be enclosed with the application). Applications which do not provide required information or those which do not conform to the other requirements and late applications will be rejected.

Rejected applications will not be considered under any circumstances, without information.

Please note that employees holding permanent cadre posts should not be allowed to apply for another permanent post during their probationary period according to the establishments Circular Letter No. 03/2013 of 15/03/2013.

**1. LIBRARY ASSISTANT, GRADE III**

**A. LIBRARY ASSISTANT, GRADE III - JAFFNA UNIVERSITY**

**B. LIBRARY ASSISTANT, GRADE III - KILINOCHCHI PRIMESES**

**Qualifications:**

- i. a) G.C.E. (ordinary Level) Examination in 6 subjects at not more than 2 sittings with credit passes in 5 subjects. Two of the credit passes must be in Sinhala/Tamil/English Language or Literature

**OR**

- b) G.C.E. (ordinary Level) Examination in 6 subjects at not more than 3 sittings and who have satisfactorily completed 5 years permanent service in library of a Higher Educational Institution. Two of the pass at the G.C.E. (Ordinary Level) Examination must be in Sinhala/Tamil/English Language or Literature.

**Note:** Preference will be given to those with qualifications and or experience in Librarianship.

**Salary Scale** : UMN1(IIIA) - Rs.16,070-17x155-18,705 p.m

**Selection** : By Test and Interview

**2. STORE KEEPER, GRADE III**

**A. STORE KEEPER, GRADE III - JAFFNA UNIVERSITY**

**B. STORE KEEPER, GRADE III - KILINOCHCHI PRIMESES**

**Qualifications :**

- i. a) G.C.E. (Ordinary Level) Examination in six subjects at not more than two sittings with credit passes in 5 subjects. The credit passes at the G.C.E. (Ordinary Level) Examination must include Sinhala/Tamil/English Language or Literature and Arithmetic/Commercial Arithmetic/Mathematics.

**OR**

- b) G.C.E. (Ordinary Level) Examination in six subjects at not more than 3 sittings and who have completed 5 years' satisfactory service in the UGC or a Higher Educational Institution. Passes in the G.C.E. (Ordinary Level) Examination must include Sinhala/ Tamil/ English Language or Literature and Arithmetic/ Commercial Arithmetic/ Mathematics.

- ii. Experience in storekeeping and/or pass in Accounts at the G.C.E. (Ordinary Level) Examination will be an added qualification.

**Salary Scale** : U-MN1 (IIIA) - Rs.16,070-17x155-18,705 p.m.

**Selection** : By Test and Interview

**LABORATORY ATTENDANT, LOWER GRADE**

**A. LABORATORY ATTENDANT, LOWER GRADE - JAFFNA UNIVERSITY**

**B. LABORATORY ATTENDANT, LOWER GRADE - KILINOCHCHI PRIMESES**

**Qualifications:**

i. Pass in the 8<sup>th</sup> standard.

**NOTE:** Preference will be given to those who possess knowledge of Laboratory equipment, apparatus and chemicals of common use.

**Salary Scale** : U-PL 2 (III) Rs.14, 670-16x140- 16,910.p.m

**Selection** : By Aptitude Test and Interview

**C. ELECTRICIAN, GRADE II - KILINOCHCHI PRIMESES**

**Qualifications:**

i. Pass in the 8<sup>th</sup> standard.

ii. Should be conversant with

a) Detecting faults, repairs and assembly of materials, transformers and all types of machinery and appliances, cables, wires and their ratings, measuring instrument and their uses various types of wiring, joining, testing meters and small transformers ;

b) Reading and understanding drawings and diagrams. Reading scales and record fractional dimensions;

c) Care and the use of the tools in the trade.

iii. Not less than 2 years' experience as an electrician in a government department, State Corporation or in a recognized establishment.

**Salary Scale** : UPL 3(III) Rs.15,650 – 16 x 140 – 17,890 p.m

**Selection** : By Trade Test and Interview

**D. PLUMBER, GRADE II - KILINOCHCHI PRIMESES**

**Qualifications:**

iv. Pass in the 8<sup>th</sup> standard.

v. Should be conversant with

a) Reading scales up to 1/64" and maintenance and current use of tools;

b) Laying C.I and G.I and lead pipes including various joints and their testing;

c) Repair of ball-valves, cisterns etc., and reading and understanding of simple drawings.

vi. Not less than 2 years' experience in plumbing.

**Salary Scale** : UPL 3(III) Rs.15,650 – 16 x 140 – 17,890 p.m

**Selection** : By Trade Test and Interview



R-3715

Ref:



## UNIVERSITY OF JAFFNA

## APPLICATION FOR THE POST OF .....

## 1. Personal Information

1.1 Full Name .....

1.2 Name with Initial /s  
(Whether Mr./Mrs./Miss.) .....1.3 a) Address  
i. Postal .....

ii. Private .....

iii. Place of work .....

b. Telephone Number (i) Land ..... (ii) Mobile .....

c. Email Address (if, any) .....

1.4 Date of birth .....

1.5 Age as at closing date of application: Years ..... Months ..... Days .....

1.6 Sex ..... 1.7 Civil Status .....

1.8 National Identity card No .....

## 2. Educational Record (Attached copy of School leaving Certificates)

2.1

School attended	From	To	Last Class passed

## 2.2 - I G.C.E (O/L) Examinations (Attached copy of Certificates)

NO	Subjects	Grade & Year		
		1 <sup>st</sup> sitting Yr .....	2 <sup>nd</sup> sitting Yr .....	3 <sup>rd</sup> sitting Yr .....
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

2.2 -II G.C.E (A/L) Examinations (Attached copy of Certificates)

No	Subjects	Grade & Year		
		1 <sup>st</sup> sitting Yr .....	2 <sup>nd</sup> sitting Yr .....	3 <sup>rd</sup> sitting Yr .....
1				
2				
3				
4				

2.3 Any other Educational Qualification (University Education - Degrees, Diploma, Etc) Professionals Qualification (Computer, Finance.....etc) (Attach copies of relevant document)

Course Detail (Name of Institute, Name of Course)	From	To	Course followed (with subjects)	Date of final Examination(Give class or grade)

3. Higher examination passed in sinhala / English

a. Sinhala

b. English

4. Where a period of experience is a requirement for the post applied, state period of such experience

Institution/Department	Post	From	To	Salary Scale	Job Description/ Designation

5.Extra Curricular Activities

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6. Other relevant Particulars

7. Present Occupation

7.1

a. Post:

b. Date of appointment to such post:

c. Whether confirmed in the present post:

d. Place of work:

e. Salary scale of the post:

f. present salary

a) Basic:

b) Allowance:

g. Please state whether increments have been earned annually for 03 years immediately before the closing date for applications:

7.2 All previous appointment including those under training, if any, with dates:

Department	Post	Salary Scale	Form - To

8. Name and address of two referees:

1. ....  
 .....  
 .....  
 .....

2. ....  
 .....  
 .....  
 .....

I do hereby certify that all particulars submitted by me in this application are true and accurate. I am aware that if any particulars are found to be false or inaccurate, prior to my selection my application will be rejected from, and that if particulars are found to be false or inaccurate after my selection, I will be dismissed from service without compensation.

Date:.....

.....  
Signature of applicant

Recommendation of the Department

Date:.....

.....  
Head of the Department

My No : .....

Registrar,  
University of Jaffna.

I hereby certify that the applicant is a permanent employee of this Institution and particulars given overleaf are correct according to his / her personal file.

Date : .....

.....  
Registrar/Secretary  
(Official Rubber Stamp)