



POSTGRADUATE INSTITUTE OF MEDICINE
UNIVERSITY OF COLOMBO



VACANCY

The Postgraduate Institute of Medicine, University of Colombo will entertain applications from suitably qualified persons for the following post up to **05.10.2018**.

Post: Post of Management Assistant (Book Keeping), Grade II "seg B"

Qualifications:

- (I) G.C.E. (Ordinary Level) Examination in six(6) subjects at not more than two(2) sittings with at least three(3) credit passes including credit passes in Sinhala/Tamil/English Language or Literature and Arithmetic/Commercial Arithmetic/ Mathematics.
- AND**
- (II) **Either**
- a. The National Certificate in Business Studies of the Sri Lanka Technical Collage/Polytechnic Institute under Ministry of Higher Education
- OR**
- b. Passes in three (3) subjects, including Accounting, and Business Studies on one and the same occasion at the G.C.E. (Advanced Level) Examination.
- (III) Age – Not more than 45 years. This age limit does not apply to the employees in the services of the Government Departments, Statuary Boards and State Corporations.

Selection: written test and an interview on Accounts/ Book keeping

Salary Scale: U-MN 1(III-A)
Rs. 24,863-17x242-28,977 p.m. as at 01.01.2018
Rs. 30,725-17x300-35,825 p.m. as at 01.01.2020

Application forms and relevant details can be obtained from the **Senior Assistant Registrar, General Administration Branch, No. 160, Prof. Nandadasa Kodagoda Mawatha, Colombo 07** by personally calling over or by visiting the PGIM web site. (<http://pgim.cmb.ac.lk>).

Duly completed applications should be forwarded with copies of relevant certificates under registered post to reach **the Director, Postgraduate Institute of Medicine, No. 160, Prof. Nandadasa Kodagoda Mawatha, Colombo 07** on or before **05.10.2018**. The Post applied for should be indicated on the top left-hand corner of the envelope.

Applicants who are employees of Government Departments, State Corporations and Statutory Bodies should forward their applications through the Head of their respective institutions, but may send an advance copy in the first instance. However, no such applicant will be considered for appointment, if the application has not been routed through the respective Head of the State Institution.

Applications received after the closing date will not be considered. Incomplete applications will be rejected.

Director
Postgraduate Institute of Medicine
University of Colombo

Director,
Postgraduate Institute of Medicine,
No. 160, Prof. Nandadasa Kodagoda Mawatha,
Colombo 07