



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 **21.01.2019**

Post: Management Assistant (Book Keeping) Grade III

Qualifications:

- a) 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
- AND**
- b) Should have passed in all subjects at G.C.E. (A/L) Examination (except the Common General papers) at one sitting.

Preference will be given to those who possess the following

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

AND

- Two years of experience in the use of computer application packages

In addition to the above qualifications the following additional qualification is also needed for the above post.

- a) The National Certificate for Accounting Technicians of the Sri Lanka Technical College/ College of Technology under the Ministry of Skills Development and vocational Training or any other equivalent qualification obtained from the recognized institute.

OR

- b) G.C.E. (A/L) qualification should be in the Commerce Stream.

Age : Not more than 30 years on the closing date of application.

Age limit is not applicable for applicants in the Government Departments/ State Corporation and Statuary Bodies.

Selection : By written examination and interview

Salary Scale : U-MN 1 (III-A)

Rs. 30,725-17x300-35,825 p.m. as at 01.01.2020 (will be placed on the relevant scale for 2019)

Application forms and relevant details can be obtained from the Senior Assistant Registrar, General Administration Branch, Postgraduate Institute of Medicine, No.160, Prof. Nandadasa kodagoda Mawatha, Colombo 07 by personally calling over or downloaded from 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 21.01.2019. 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 Heads 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 forwarded through the respective Head of the state Institution.

The PGIM reserves the right to shortlist applicants.

Applications received after the closing date will not be considered. Incomplete applications and applications made without using prescribed format will be rejected.

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

07.01.2019