



**Postgraduate Institute of Indigenous Medicine
University of Colombo**

VACANCY – POST OF MANAGEMENT ASSISTANT (BOOK-KEEPING) GRADE III

The Postgraduate Institute of Indigenous Medicine, University of Colombo will entertain applications from suitably qualified persons for the Post of Management Assistant (Book-Keeping) Grade III up to **26.05.2025**

Qualifications:

(01) 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

(02) Should have passed in all subjects at G.C.E (A/L) Examination (except the Common General Papers) at one sitting.

Note: Preference will be given to those who possess the following;

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

And

(b) Two years of experience in the use of computer application packages.

Post specific Qualifications:

(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. (Advance Level) qualification should be in the Commerce Stream.

- (a) Should be of citizen of Sri Lanka
- (b) be not less than 18 years and not more than 30 years of age on the closing date of applications.
- (c) Should be a good character.

Selection : By written examination and Interview.

Salary Scale : Rs. 49,475- 17x540 – 58,655 p.m. as at 01.01.2025 U MN 1(III)

Benefits

- 01. Selected candidates will begin to contribute to the Universities Provident Fund by means of monthly deductions from his/her salary and amount equal to ten (10%) percent of his/her basic salary. The University will, in addition out of its funds contribute at the same time a sum equal to seven (07%) percent of his/her earnings to the Universities Provident Fund and eight (08%) percent of his/her earnings to the Pension Fund.

02. Three (03%) per centum of his/her basic salary will be contributed by the University to the Employees Trust Fund in terms of Provision of the Employees Trust Fund.
03. In addition to the above salary, Cost of Living Allowance and other allowances approved by the University Grants Commission will also be paid to the staff where relevant

How to apply:

Application forms and relevant details can be downloaded from the PGIIM web site. <https://pgiimed.cmb.ac.lk>

Duly completed applications on prescribed forms should be forwarded with certified copies of relevant educational certificates, professional and service certificates under registered post, to reach **the Senior Assistant Registrar, Postgraduate Institute of Indigenous Medicine, 5th Floor Ayurveda Teaching Hospital, Cotta Road, Borella, on or before 26.05.2025**. The Post applied for should be indicated on the top left-hand corner of the envelope.

Applicants from the University System/Government Departments/Corporations/Statutory Boards should channel their applications through their respective Heads of Institutions.

Applications which do not conform to these requirements, incomplete applications and applications received after the closing date will be rejected without intimation.

Director
Postgraduate Institute of Indigenous Medicine