

UVA WELASSA UNIVERSITY OF SRI LANKA

VACANCIES


The applications are invited for following vacant posts from the employees who are suitably qualified, permanent and confirmed in their post attached to University Grants Commission, Universities and other Higher Educational Institutions.

1. Management Assistant (Shroff) Gr. III
2. Management Assistant (Book Keeping) Gr. III
3. Management Assistant (Store Keeping) Gr. III
4. Library Information Assistant Gr. III
5. Audit Assistant (Gr.II)
6. Marshal (Gr. II)
7. Security Inspector (Gr.II)
8. Purchasing Officer Gr. III
9. Works Superintendent (Civil) Gr. II
10. Nursing Officer (Gr. II)
11. Farm Supervisor (Gr. II)
12. Public Health Inspector (Gr. III)
13. Trainee Technical Officer "Segment. B"
14. Audio Visual Technical Officer (Gr.II)
15. Fitter (Gr. III)
16. Caretaker Cum Cook (Gr. III)
17. Carpenter (Gr. III)
18. Works Aide (Gr. Gr. III)
19. Driver (Gr.II)

The applications which are processed as per the enclosed Specimen Application form should be forwarded through Secretary/ Registrar/ Director/ Rector of which employee is attached, addressed to the **Assistant Registrar/ Human Resources Division, Uva Wellassa University of Sri Lanka** by registered post on or before **16th October, 2020**.

The applicant should possess qualifications required for the post applied and the copies of relevant certificates should be attached along with the application to prove such qualifications.

Applications which are not fulfilling the required qualifications, incomplete, illegible applications and those received after the closing date will be rejected and they will not be considered again under any circumstances.


Registrar
Uva Wellassa University
16.09.2020

Registrar
Uva Wellassa University
Badulla
Sri Lanka

01. MANAGEMENT ASSISTANT (SHROFF) GR. III

Qualifications:

- 1) Should have passed the G.C.E. (O/L) Examination in six (06) subjects at one sitting with credit passes in :
 - a) Sinhala Language/Tamil Language
 - b) English Language/English Literature
 - c) Mathematics

AND
- 2) Should have passed in all subjects at G.C.E. (A/L) Examination including Accountancy (expect the Common General Papers) at one sitting.
 - 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.

Selection : By Written Examination and Interview.

Salary Scale : Rs:30,725 – 17 x 300 – 35,825 p.m. U-MN 1 (III A) (as at 01.01.2020)

Note : A Security Deposit to be furnished as determined by UGC/Higher Educational Institution.

02. MANAGEMENT ASSISTANT (BOOK KEEPING) GR. III

Qualifications:

- 1) Should have passed the G.C.E. (O/L) Examination in six (06) subjects at one sitting with credit passes in :
 - a) Sinhala Language/Tamil Language
 - b) English Language/English Literature
 - c) Mathematics

AND
- 2) Should have passed in all subjects at G.C.E. (A/L) Examination (expect the Common General Paper) at one sitting.

OR

The National Certificate for Accounting Technicians of the Sri Lanka Technical College/Collage of Technology under the Ministry of Skills Development and Vocational Training or any other equivalent qualification obtained from the recognized Institute.

OR

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

 - 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.

Selection : By Written Examination and Interview.

Salary Scale : Rs:30,725 – 17 x 300 – 35,825 p.m. U-MN 1 (III A) (as at 01.01.2020)

Note : A Security Deposit to be furnished as determined by UGC/Higher Educational Institution.

03. MANAGEMENT ASSISTANT (STORE KEEPING) GR. III

Qualifications:

1) Should have passed the G.C.E. (O/L) Examination in six (06) subjects at one sitting with credit passes in:

- a) Sinhala Language/Tamil Language
- b) English Language/English Literature
- c) Mathematics

AND

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

AND

One-year experience in Store-keeping and/or a pass in the subject of Commerce at the G.C.E. (O/L) Examination or in the subject of Accountancy at the G.C.E. (A/L) Examination.

• 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.

Selection : By Written Examination and Interview.

Salary Scale : Rs:30,725 – 17 x 300 – 35,825 p.m. U-MN 1 (III A) (as at 01.01.2020)

Note : A Security Deposit to be furnished as determined by UGC/Higher Educational Institution.

04. LIBRARY INFORMATION ASSISTANT GR. III

Qualifications:

1) Should have passed the G.C.E. (O/L) Examination in six (06) subjects with at least three (03) credit passes in not more than two sittings with passes in :-

- I. Sinhala language/Tamil Language
- II. English Language/English Literature
- III. Mathematics

AND

2) Should hold a permanent post in a Primary Level carrying a salary scale denoted by the salary code of U-PL & be confirmed in a Primary Level (U-PL) post with five (05) years of continuous satisfactory service in Library of a Higher Education Institution.

Note : Preference will be given for who have obtained acceptable qualification in computer applications of not less than six (06) months duration from a recognized institute.

Selection : By Aptitude Test and Interview.

Salary Scale : Rs:30,725 – 17 x 300 – 35,825 p.m. U-MN 1 (III A) (as at 01.01.2020)

05. AUDIT ASSISTANT GR.II

Qualifications:

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

AND

2) Should have passed 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)

AND

3) Post specific qualifications:

a) Preliminary Level/Licentiate I/Foundation Level /CAB I/Executive Level of Institute of Chartered Accountants in Sri Lanka or equivalent.

OR

b) Foundation Level of Chartered Institute of Management Accountants (CIMA).

OR

c) Higher National Diploma in Accountancy (HNDA) of Sri Lanka Institute of Advanced Technological Education (SLIATE).

OR

d) Membership of Association of Accounting Technicians (AAT) of Association of Accounting Technicians of Sri Lanka.

AND

4) Minimum of two (02) year experience in Auditing in State or recognized private organization.

- Preference will be given to those who possess an acceptable qualification in computer applications of not less than six (06) months duration obtained from a recognized institute.

Note: In the case of internal candidates, experience in Accounting/Auditing in the University system/public sector/recognized private organization may be considered for the purpose of reckoning experience in Auditing mentioned in 4 above.

Selection : By structured interview.

Salary Scale : Rs:37,275-18x495-46,158p.m. U-MN2 (II) (as at 01.01.2020)

06. MARSHAL GR. II

Qualifications:

1) A graduate of a recognized University/ Higher Educational Institution.

Age – Between 30 – 45 years.

Physique –

Male – Height: 5'5"

Chest : 32" deflated

Female – Height: 5'4"

Note : Preference will be given to those who possess experience in Police/ Armed Forces and active participation in sports activities, social welfare activities within the University and at National Level.

OR

2) A person who has experience in a post not below the rank of Major in the Armed Forces in Sri Lanka or not below the equivalent rank in Sri Lanka Police.

Selection : By structured interview.

Salary Scale : Rs:42,885 – 18 x 660 – 54,765 p.m. U-MN 3 (II) (as at 01.01.2020)

07. SECURITY INSPECTOR (GR.II)

Qualifications:

(i) (a) G.C.E. (O/L) Examination in 6 subjects at not more than 2 sittings with credit passes in 5 subjects. The credit passes must include Sinhalese/Tamil language or Literature and Arithmetic/Commercial Arithmetic/Mathematics.

OR

(b) Employees of the UGC or Higher Educational Institutions with not less than 5 years satisfactory service and who have passed the G.C.E. (O/L) Examination in 6 subjects at not more than 3 sittings. The subjects passed must include Sinhalese/Tamil Language or Literature and Arithmetic/Commercial Arithmetic/Mathematics;

AND

(ii) Not less than 5 years satisfactory service in the police or Armed service or security service in the UGC or a Higher Educational Institute or other recognized security organization.

(iii) Should have actively participated in sports.

(iv) Height: Not less than 5 feet 4 inches

(v) Chest: Not less than 34 inches (Normal)

Selection : By structured interview.

Salary Scale : Rs:30,725 – 17 x 300 – 35,825 p.m. U-MN 1 (III A) (as at 01.01.2020)

08. PURCHASING OFFICER (GR.III)

Qualifications:

1) G.C.E. (O/L) Examination in six (06) subjects at not more than two sittings with credit passes in (03) three subjects. The credit passes must include Sinhala/Tamil/English/Language and Arithmetic/Commercial Arithmetic/Mathematic.

AND

- 2) Should have at least 15 years' experience in Store – Keeping and maintenance of records in a Government Department, Public Corporation or a recognized Institute. Out of 15 years “5 years” experience should be in purchasing and identifying engineering tools, electrical and hardware items.

Selection : *By Selection by interview.*

Salary Scale : Rs:42,885-18X660-54,765 p.m. U-MN3 (II) (as at 01.01.2020)

09. WORKS SUPERINTENDENT (CIVIL) GR. II

Qualifications:

- a) National Diploma in Technology or equivalent qualifications

AND

Have at least four years' experience in the relevant field after obtaining such qualifications.

Note : *Period of in-plant training will not be counted for the four years' experience.*

OR

- b) National Certificate in Technology or equivalent qualifications and have at least ten years' experience in the relevant field after obtaining such qualifications.

Selection : *By Interview.*

Salary Scale : Rs:37,275 – 18 x 495 – 46,185 p.m. U-MN 2 (II) (as at 01.01.2020)

10. NURSING OFFICER GR. II

Qualifications:

- 1) G.C.E. (Ordinary Level) Examination in six (06) subjects at not more than two sitting with credit passes in three subjects.

AND

- 2) Certificate of competence as a Nurse recognized by the Sri Lanka Medical Council.

Selection : *By Interview.*

Salary Scale : Rs:31,625 - 7x300 ; 10x355 – 37,275 p.m. U-MT 1 (III A) (as at 01.01.2020)

11. FARM SUPERVISOR GR. III

Qualifications:

- 1) G.C.E. (Ordinary Level) Examination in six subjects at not more than two sittings with passes in Sinhala/Tamil/English Language or Literature and Arithmetic/Commercial Arithmetic/ Mathematics.

AND

Practical Farm School Certificate or equivalent with ten years' experience in a state organization after obtaining such certificate;

OR

- 2) School of Agriculture Diploma (Peradeniya or Kundasale) or equivalent with five years' experience after such Diploma

Selection : *By Interview.*

Salary Scale : Rs:31,625 - 7x300 ; 10x355 - 37,275 p.m. U-MT 1 (III A) (as at 01.01.2020)

12. PUBLIC HEALTH INSPECTOR GR. III

Qualifications:

- 1) Should have passed the Public Health Inspectors examination conducted by the Department of Health and an employee of the University system.

Selection : *By interview.*

Salary Scale : Rs:31,625 - 7x300 ; 10x355 - 37,275 p.m. U-MT 1 (III A) (as at 01.01.2020)

13. TRAINEE TECHNICAL OFFICER "SEGMENT. B"

Qualifications:

- 1) Passes in six subjects at the G.C.E. (Ordinary Level) Examination, including five (05) credits obtained in not more than two sittings. The credit passes should include Science and Mathematics.

OR

- 2) Passes in six subjects at the G.C.E. (Ordinary Level) Examination obtained in not more than three sittings and eight years satisfactory permanent services in the UGC/Higher Educational Institution/Institutes. The subjects passed should include Science and Mathematics.

OR

- 3) Fifteen years' satisfactory permanent service as a Laboratory Attendant in a Higher Educational Institution/Institute.

Selection : *By Aptitude Test and Interview.*

Salary Scale : Rs:31,625 - 7x300 ; 10x355 - 37,275 p.m. U-MT 1 (III A) (as at 01.01.2020)

14. AUDIO VISUAL TECHNICAL OFFICER (GR.II)

Qualifications:

- (a) Diploma in Technology of the Open University of Special Engineering apprenticeship certificate issued from 1989 by the National Apprenticeship Board or National diploma in Technology or City and Guilds Final Certificate in the field of Electronics or Power, together with one year's experience in relevant video work.

OR

(b) Diploma in Educational Technology or Diploma in Audio Visual Techniques of a recognized Polytechnic or University Provided the Course for the Diploma in Educational technology of the Diploma in Audio Visual Techniques are of two years duration, with 01 year experience in relevant video work.

OR

(C) Pass in 03 subjects at the G.C.E.(A/L) examination in science in one sitting and 06 years experience in Audio Visual work.

Selection : *By Selection by interview.*

Salary Scale : Rs:31,625-7x300;10x355-37,275 p.m. U-MT1(IIIA) (as at 01.01.2020)

15. FITTER GR. III

Qualifications:

- 1) Ability to read and write
- 2) Should be conversant in reading scales up to 1/64" and recording fractional dimensions. Reading and understanding drawings, setting of various types of fittings in stream, motor and diesel driven engines and governors etc., knowledge in reading micrometer.
- 3) Not less than two (02) years' experience as a fitter in a Government Department, State Corporation or in an Engineering Establishment.

Note : The experience gained by a labourer the University System by performing a skilled job in a helping capacity is recognized as being similar to the experience specified above.

Selection : *By Trade Test and Interview.*

Salary Scale : Rs:29,915-16x270-34,235 p.m. U-PL 3 (III) (as at 01.01.2020)

16. CARETAKER CUM COOK GR. III

Qualifications:

- 1) Should pass in six subjects at the G.C.E. (O/L) Examination with at least four credit passes in two sittings.

OR

Having obtained a National certificate of Cook/Room Attendant (NVQ Level 3) issued by a Technical Vocational Training Institute accepted by the Tertiary & Vocational Education Commission.

- 2) Must have a knowledge of the care of furniture, crockery, cutlery and linen and maintaining the surrounding garden. Must be able to maintain an inventory.
- 3) Must have a knowledge of cooking and the preparation of both Western and Eastern dishes for a given number of persons.

Selection : *By practical test and/or interview.*

Salary Scale : Rs:28,025 - 16 x 270 - 32,345 p.m. U-PL 2 (III) (as at 01.01.2020)

17. CARPENTER GR. III

Qualifications:

- 1) Ability to read and write
- 2) Should be conversant with the –
 - a) Various types of joints and preparation of such joints for work in carpentry used in building and furniture trade;
 - b) Use of various types of tools, various species of wood and reading of drawings;
 - c) Reading of scales up to 1/32" accurately.
- 3) Not less than 2 years' experience in carpentry

Note: The experience gained by a laborer the University System by performing a skilled job in a helping capacity is recognized as being similar to the experience specified above. Preference will be given to those having passed the 7th standard

Selection : By trade test and interview.

Salary Scale : Rs:29,915 - 16 x 270 - 34,235 p.m. U-PL 3 (III) (as at 01.01.2020)

18. WORKS AIDE (GR.III)

Qualifications:

Should have passed the G.C.E.(O/L) Examination in six (06) subjects with at least two credit passes in not more than two sittings.

NOTE Should be of good character sound physical health.

Selection : By Competitive examination and or structured interview.

Salary Scale : Rs:27,025-15x250-30,775 p.m. U-PL1 (III) (as at 01.01.2020)

19. DRIVER (GR.II)

Qualifications:

- i. Pass in the 8th standard
- ii. Possess a Certificate of competence issued the commissioner of Motor Traffic to drive heavy cars and lorries;
- iii. At least 3 years' driving experience;
- iv. Ability to attend to running repairs;
- v. Minimum height 5 ft. 2 ½ ins.
- vi. Should possess a good knowledge of the Highway Code;
- vii. Must be physically fit for duty during day and night and must have a good eye sight.

Selection : By Selection by trade test and interview.

Salary Scale : Rs:29,915-16x270-34,235 p.m. U-PL3 (III) (as at 01.01.2020)

Registrar
Uva Wellassa University of Sri Lanka
Passara Road, Badulla

16.09.2020

උච්ච වෛලයේ විශ්වවිද්‍යාලය
අයදුම්පත්‍රය

| | | | | | |
|--|---------------------|---|-------------------------------------|-------------------|------------------------------|
| තනතුර: | | | | | |
| 01. සම්පූර්ණ නම:- Full Name:- | | | | | |
| 02. මයා/මිය/මෙනවිය ද යන වග :- Mr/ Mrs / Miss:- | | | | | |
| 03. (අ) තැපැල් ලිපිනය:- Postal Address:- | | | (ආ) දුරකථන අංකය:- Telephone No:- | | |
| 04. ජාතික හැඳුනුම්පත් අංකය :- National Identity Card No: | | | | | |
| 05. (අ) උපන් දිනය :- Date of Birth: | | (ආ) අයදුම්පත් භාරගන්නා අවසන් දිනට වයස:- Age On the closing date of the Application | | | |
| | | අවු : Year | මාස: Month | දින: Date | |
| 06. විවහාක/අවිවාහක බව :- Civil status:- | | | | | |
| 07. ශ්‍රී ලංකාවේ පුරවැසියෙක්ද? එසේනම් උත්පත්තියෙන්ද? ලියාපදිංචි විමෙන්ද? ලියාපදිංචි විමෙන් නම් ලියාපදිංචි අංකය:- State whether citizen of Sri Lanka by descent of resignation, If by resignation, give resignation No: | | | | | |
| 08. ඔබ අයත් ජන වර්ගය :- සිංහල, ශ්‍රී ලාංකික දෙමළ, ඉන්දියානු දෙමළ, මුස්ලිම් ද යන වග සඳහන් කරන්න Ethnic Group (state whether Sinhala , Sri Lankan Tamil . Muslim etc): | | | | | |
| 09. අධ්‍යාපන සුදුසුකම් :- Educational qualifications (Please attach the copies of certificates) | | | | | |
| (අ) අ.පො.ස. (සා.පෙළ) විභාගය G.C.E. (O/L) :- | | | | | |
| විභාග අංකය Index No | විෂයයන් Subjects | ශ්‍රේණිය Grade | | | |
| (ආ) අ.පො.ස. (උ.පෙළ) විභාගය G.C.E. (A/L) :- | | | | | |
| විභාග අංකය Index No | විෂයයන් Subjects | ශ්‍රේණිය Grade | | | |
| (ඇ) විශ්වවිද්‍යාල අධ්‍යාපනය:- University Education | | | | | |
| විශ්වවිද්‍යාල/උසස් අධ්‍යාපන ආයතනය University/Higher Education Institute | කාලසීමාව Period | පාඨමාලාව Course Followed | ප්‍රධාන විෂයන් Subjects | සාමාර්ථය Class | වලංගු දිනය Effective Date |
| (ඉඩ ප්‍රමාණවත් නොවේ නම් වෙනත් කඩදාසියක් භාවිතා කොට එය අයදුම්පතට අමුණන්න) (If space is not sufficient use separate sheet and attach to the end) | | | | | |

| 10. | <p>(අ) වෘත්තීය සුදුසුකම් :: (එවැනි සුදුසුකම් ලබාගත් දිනයන් හා විස්තර දක්වන්න)</p> <p>Professional Qualifications (attach copies of certificates)</p> | | | | | | | | |
|----------------------|---|----------------------|---------------|-------------|-------------|--|--|--|--|
| 11. | <p>සිංහල, දෙමළ හා ඉංග්‍රීසි විෂයන්ගෙන් සමත් වී ඇති ඉහළම විභාගය:-</p> <p>Highest Examination passed in Sinhala /English</p> <p>සිංහල Sinhala : දෙමළ Tamil : ඉංග්‍රීසි English :</p> | | | | | | | | |
| 12. | <p>දැනට දරණ තනතුර:-</p> <p>Present Occupation</p> <p>(අ) i. තනතුර Post:- ii. ඊට පත් වූ දිනය Date of appointment to such post :- iii. දැනට දරණ තනතුරෙහි තහවුරු කර ඇද්ද යන වග whether confirmed in the present post :- iv. සේවා ස්ථානය Place of work:- v. තනතුරෙහි වැටුප් පරිමාණය Salary scale of the post:- vi. දැනට වැටුප Present Salary (අ) වැටුප් පියවර Salary Step:- (ආ) දීමනා Allowances :-</p> | | | | | | | | |
| 13. | <p>පෙර නියුක්තව සිටි රුකියාවන් පිළිබඳ විස්තර:-</p> <p>Previous appointment if any:-</p> <table style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 30%; text-align: center;">ආයතනය Institution</th> <th style="width: 20%; text-align: center;">තනතුර Post</th> <th style="width: 20%; text-align: center;">සිට From</th> <th style="width: 30%; text-align: center;">දක්වා To</th> </tr> </thead> <tbody> <tr> <td style="height: 40px;"> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> | ආයතනය Institution | තනතුර Post | සිට From | දක්වා To | | | | |
| ආයතනය Institution | තනතුර Post | සිට From | දක්වා To | | | | | | |
| | | | | | | | | | |
| 14. | <p>අයදුම් කරනු ලබන තනතුරට පළපුරුදු කාලසීමාවන් සඳහන් කළ යුතු නම් එම කාලසීමාව හා ඒ පිළිබඳ විස්තර:-</p> <p>Where a period of experience is a requirement For the post applied , state period of such experience with details:</p> | | | | | | | | |

මෙම ඉල්ලුම් පත්‍රයේ මා විසින් සඳහන් කරන විස්තර සත්‍යවූද, නිවැරදි වූද ඒවා බව මා විසින් සහතික කරමි. මෙම විස්තර අසත්‍ය හෝ වැරදි ඒවා බව මා තෝරා ගැනීමට පෙර සොයා ගනු ලැබුවහොත් මාගේ අයදුම්පත්‍රය ප්‍රතික්ෂේප කරනු ලබන බවද, තෝරා ගැනීමෙන් පසුව මෙම විස්තර අසත්‍ය හෝ වැරදි ඒවා බව සොයාගනු ලැබුවහොත් කිසිම වන්දියක් නොගෙවා මා සේවයෙන් පසා කරනු ලබන බව ද මම දනිමි.

I certify that all the particulars given by me in this applications 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 and that if particular found to be false or inaccurate after my selection, I will be dismissed from service without any compensation.

දිනය Date -:

අයදුම්කරුගේ අත්සන:-
Signature of Applicants

ආයතන/අංශ ප්‍රධානියාගේ නිර්දේශය:
Recommendation of the Head of the Institute / Department :

මෙම අයදුම්කරු මෙම තනතුර සඳහා තෝරාගනු ලැබුවහොත් මෙම ආයතනයෙන් /අංශයෙන් මුදාහැරිය හැකිය/ නොහැකිය Applicant can / cannot be released , if selected for appointment.

දිනය Date:-

ආයතන/අංශ ප්‍රධානියාගේ අත්සන
Signature of the Head of the Department

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නිල මුද්‍රාව Official Stamp