



ADVERTISEMENT

Post of Program Assistant (On Contract Basis)

Faculty of Graduate Studies, University of Sri Jayewardenepura

Applications are invited from eligible candidates for the above posts in the Faculty of Graduate Studies, University of Sri Jayewardenepura.

Name of post: Program Assistant

Qualifications:

1. Should have passed the G.C.E. (O/L) Examination in six (06) subjects at no more than two sittings with credit passes in 6 subjects

The credit passes should include Sinhala Language / Tamil Language, English Language / English Literature & Mathematics

&

Should have passed at least two subjects at G.C.E (AL) Examination (except the Common General Paper) at one sitting.

2. 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.
- (b) Two years of experience in computer application packages.
- (c) Work experience in a similar position in the Sri Lankan University system

Salary Scale:

Basic Rs.49,475.00 + Special Allowance (As decided by the faculty) + UPF & ETF Contribution

Note:

- Age: between 18-45 years
- Appointment is initially for a period of 01 year on contract basis and will be extended based on performance maximum up to 2 years
- Limited number of Over Time will grant as per the service necessity
- For one of the positions, candidates who have work experience or qualifications in the field of Information Technology (IT) / Finance will be considered an added advantage.

Email: Applicants should send a CV, scanned copies of relevant educational/ professional and service certificates to info.fgs@sjp.ac.lk on or before **Thursday, 05th November 2026**. Write “**Program Assistant 2026 & Applicant’s Name with initials**” in the subject field.

Registered Post: Applicants also need to send a CV along with certified copies of relevant educational/ professional and service certificates under registered cover to the **Senior Assistant Registrar, Faculty of Graduate Studies, University of Sri Jayewardenepura, Gangodawila, Nugegoda** on or before **05th November 2026** mentioning the position applied in the top left-hand corner of the envelope.

The University reserves the right to shortlist applicants. Applications submitted after the closing date will not be considered.

Senior Assistant Registrar /FGS

For Registrar/ University of Sri Jayewardenepura

22.10.2026

011-2802695 / 011-2804606