



**Ministry of Education, Higher Education and
Vocational Education**
University of Vocational Technology
University College of Anuradhapura



Applications are invited from suitably qualified citizens of Sri Lanka to serve at the University College of Anuradhapura in the following Posts till 22nd December 2025.

Management Assistant (Non Technical) – 01 Post

Qualifications Required

Management Assistant (Non Technical)

a) External Category

1. Having passed the G.C.E. (O/L) examination in six subjects in one sitting with credit passes for four subjects including; Sinhala/Tamil, English Language & Mathematics
2. Having passed three subjects (other than the General Paper) at the G.C.E.(A/L) Examination.

b) Internal Category

1. A confirmed employee who has completed at least 05 years of satisfactory service in a permanent post in the University College in the categories of primary-level skilled, semi-skilled, or unskilled. AND
2. Should have passed in at least 06 subjects including Sinhala/Tamil and English Language or Literature and Mathematics at not more than two sittings at the G.C.E.(O/L) examination.

Position Details

Post	Management Assistant (Non Technological)
Selection Procedure	Written competitive examination and/or a structured interview
Salary Scale	U – MN 1-2025
Nature of Appointment	These appointments are permanent with entitlement to Employees' Provident Fund and Employees' Trust Fund
Age Limit	Age should be not less than 18 years and not more than 45 years unless otherwise mentioned for the post applied.

Other Instructions

- Dully filled applications along with photocopies of academic and professional qualifications should be sent to the following address by registered post **on or before 22nd December 2025.**
 - Director/CEO, University College of Anuradhapura, No.328, Vidyala Mawatha, Anuradhapura
- Applicants presently employed in Higher Educational Institutions, Government Departments, and Government Corporations should apply through the Heads of their Institutions

- The desired post applied, should indicate clearly on the top left-hand corner of the envelope.
- Incomplete applications will be rejected.
- Only shortlisted applicants will be called for the structured interview.
- Any attempt to make an undue influence on the selection process would lead to disqualification of the applicant
- Please contact Assistant Registrar -UCA (0252222010) for further clarifications, if any,

**Director/ CEO,
University College of Anuradhapura,
No. 328, Vidyala Mawatha,
Anuradhapura.
17.11.2025**