



**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 22<sup>nd</sup> December 2025.

Office Assistant - 01 Post

**Qualifications Required**

Office Assistant

1. Having sat for the G.C.E. (O/L) examination and passed a minimum of 2 subjects.

**Position Details**

<b>Post</b>	Office Assistant
<b>Selection Procedure</b>	Written competitive examination and/or a structured interview
<b>Salary Scale</b>	U - PL 1 - 2025
<b>Nature of Appointment</b>	These appointments are permanent with entitlement to Employees' Provident Fund and Employees' Trust Fund
<b>Age Limit</b>	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 22<sup>nd</sup> 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**