



UNIVERSITY OF KELANIYA VACANCIES

PROJECT MANAGEMENT UNIT – FACULTY OF COMMERCE & MANAGEMENT STUDIES

Applications will be entertained by me up to 27.07.2026 for the following post.

01. Post : Project Secretary (On Contract)

Qualifications :

01. Should have passed the G.C.E. (O/L) Examination in six (06) Subjects at one sitting with credit passes in Sinhala Language / Tamil Language , English Language / English Literature and Mathematics.

AND

02. Should have passed in all subjects at G.C.E. (A/L) Examination (Except the common General Paper) at the one sitting.

03. Preferences will be given to those who possess the following.

- (a)** Ability of handling office package and certificate / diploma in computer application of not less than six months duration obtained from a recognized institution.
- (b)** Two years of experience in the use of computer application packages.
- (c)** Experience in working in the projects or civil construction constructions including file management, documentation, use of AI for office management, office packages and sound knowledge in English for official purpose.

04. Candidates should secure a minimum of 40% marks to pass the interview.

Note :- Eligibility

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

Salary :- A monthly salary of **Rs. 64,213/-** inclusive of the basic salary and cost of living allowance will be paid. Overtime allowances are applicable as per University rules and circulars.

Benefits :- Entitled to contributions to the University Provident Fund (UPF) and the Employees' Trust Fund (ETF).

Selection :- By an Interview

Acting Registrar
University of Kelaniya
12.07.2026