



University of Moratuwa Vacancies

Applications are entertained for the following vacant posts of this University only from suitably qualified confirmed employees in a permanent post of the University Grants Commission and Higher Educational Institutions/Institutes.

Applications along with relevant documents (as specified in the application) should be sent to the Assistant Registrar/ Establishments (Non-Academic) of the University of Moratuwa by registered post on or before 31.08.2026 through the Secretary/Registrar/Rector/Director of the Institute concerned. Applications received after the closing date and incomplete applications will be rejected without intimation.

Post of Management Assistant Grade III (Store-keeping)

- 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&
 2. Should have passed in all subjects at G.C.E. (A/L) Examination (except 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.
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- (b.) Two years of experience in the use of computer application packages.

Post Specific Qualifications.

In addition to the qualifications mentioned above the candidates should have possessed one year experience in Store-keeping and/or a pass in the subject of Commerce at the G.C.E (Ordinary Level) Examination or in the subject of Accountancy at the G.C.E. (Advanced Level) Examination.

Note: A Security Deposit to be furnished as determined by the University of Moratuwa.

****Salary Scale:** U-MN 1 (III) : Rs. 49,475-17x540-58,655 p.m.
Salary will be paid in accordance with Management Services Circular No. 06/2025 and University Grants Commission Circular No. 02/2025 (i)**

Method of Selection: By Written Examination (75% marks) of following Subjects:

- Knowledge in Sinhala/Tamil & English Language
- Intelligent Quotient and General Knowledge
- Computer Literacy
- Knowledge in Store-Keeping
and

Interview (25%marks)

****** In terms of the Establishments Circular Letter No. 06/2020, in the case of appointment from one position to another position, within the university system the salary shall be placed as per the Section 9 of Chapter VII of the Government Establishments Code.



Registrar
University of Moratuwa
10.08.2026