

**UNIVERSITY OF MORATUWA, SRI LANKA**

**POST OF DRAWING OFFICE ASSISTANT GRADE II**

University of Moratuwa will entertain applications for the under mentioned post from suitably qualified persons up to **3<sup>rd</sup> September, 2021**.

**DRAWING OFFICE ASSISTANT GRADE II**

Qualifications:

- (1) Should possess a B.Sc. Degree in Engineering (Mechanical/ Production) from a recognized University/HEI and two (02) years of experience in a Drawing Office/Design Office of a Mechanical Engineering Department.

**OR**

- (2) Should possess a qualification in Draughtsmanship obtained from a recognized Higher Educational Institute.

**AND**

- (3) Should possess ten (10) years of experience in a position of responsibility in Drawing Office in a Mechanical Engineering Department

**NOTE:**

Preference will be given to those with teaching experience in Engineering Drawing

Salary scale : Rs. 50,265 – 3 x 1,125 – 54,000 (EB) 55,335; 12 x 1,335 – 71,355 p.m. [U-EX 2 (II)] \*\*

\*\* In addition to the salary, the cost of living allowance (Rs. 7,800/-) and other approved allowances (M.C.A. Allowance 45%, Additional Allowance 20%) will be paid to the selected candidate.

Salary will be paid according to the University Grants Commission Circular No.17/2016 (v) dated 01.06.2018.

**Applications should be sent only Online** and further particulars and application forms along with the handout could be downloaded from the University web site - <https://uom.lk/vacancies> up to **3<sup>rd</sup> September, 2021**. Online applications should be submitted to reach Senior Assistant Registrar, Establishments Division, University of Moratuwa, on or before the closing date of applications.

Applicants from the University System/Government Departments/Corporations and Statutory Boards should channel their applications with the recommendation of the Heads of their respective Institutions, using form 'A' and attaching the scan copy of the same.

Applications received after the closing date, incomplete applications and applications not submitted in prescribed format of the University of Moratuwa will be rejected without intimation.

**CONDITIONS OF SERVICE:**

01. This Post is permanent. The appointment will be probation for a period of three (03) years.
02. Selected candidates, if presently serving in Government Departments will have to obtain their release through the Ministry of Public Administration. Government servants will not be entitled to maintain their pension rights whilst in the University Service.
03. Selected candidates, will become contributors to the Universities provident Fund by means of monthly deductions from his/her salary an amount equal to ten (10%) percentum of his/her earnings. The University will, in addition out of its funds contribute at the same time a sum equal to seven (7%) percentum of his/her earnings to the Universities Provident Fund, eight (8%) percentum of his/her earnings to the Pension Fund and three (3%) percentum of his/her earnings to the Employees Trust Fund (ETF).
04. Appointees to the permanent posts will become members of the Universities Pension Scheme.
05. Other conditions of appointment will be in accordance with the provisions of the Universities Act No. 16 of 1978 and subsequent amendments and Ordinances, Regulations, Rules, etc., made thereunder.

06. Applicants from the University System/Government Departments/Corporations and Statutory Boards should apply through the Heads of their respective Institutions.

Senior Assistant Registrar/Establishments

For Registrar

University of Moratuwa

Moratuwa