



**INSTITUTE OF BIOCHEMISTRY, MOLECULAR BIOLOGY AND
BIOTECHNOLOGY
UNIVERSITY OF COLOMBO, SRI LANKA**

POST OF MANAGEMENT ASSISTANT (BOOK KEEPING)- GRADE III

The Institute of Biochemistry, Molecular Biology and Biotechnology (IBMBB), University of Colombo will entertain applications from suitably qualified persons for the above post up to **06th July 2026**.

01. 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

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2. Should have passed in all subjects at G.C.E. (A/L) Examination in commerce stream (except the Common General Paper) at one sitting.

OR

3. Should have passed in all subjects at G.C.E. (A/L) Examination in other streams except commerce stream (except the Common General Paper) at one sitting and The National Certificate for Accounting Technicians of the Sri Lanka Technical College/ Collage of Technology under the Ministry of Skills Development and Vocational Training or any other equivalent qualification obtained from the recognized institute

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

*Passing in 3 subjects under the old syllabus at one sitting would be sufficient for this purpose

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 application
- c) Should be a good character

Selection by: Written Examination & interview

02. SALARY AND OTHER CONDITIONS OF APPOINTMENT:

Salary Code: U-MN 1 (III)

Rs. 49,475- 17 x 540- 58,655 p.m.

In addition, the Government approved allowances applicable to the University system will be paid.

The selected candidate will be a member of the Universities Provident Fund as well as the University Pension Scheme. He/ She will contribute 10% of his/her monthly salary to the Universities Provident Fund and at the same time the employer will make a total contribution of 15% of his/her salary of which 8% will be credited to the Universities Pension Fund and 7% to the Universities Provident Fund. Three percent (3%) of the salary will be contributed by the University to the Employees' Trust Fund in terms of the provisions of the Employees' Trust Fund Act, No. 46 of 1980.

The appointment will be on probation for a period of three years which may be extended at the discretion of the Council of University of Colombo.

The other conditions of appointment will be in accordance with provisions of the Universities Act No. 16 of 1978, Universities (Amendment) Act No. 7 of 1985 and Universities (Amendment) Act No. 1 of 1995 and Ordinances, By-laws, Regulations and Rules, etc. made thereunder.

IMPORTANT

- (a) Applicants are requested to apply via online <https://service.ibmbb.cmb.ac.lk/apply/posts.php>
- (b) Scheme of recruitment and relevant details can be obtained from the Deputy Registrar, IBMBB, University of Colombo, Colombo- 03 by personally calling over or by visiting the University web site. (www.ibmbb.cmb.ac.lk).
- (c) After submitting the application through online a hard copy of the duly completed application shall be forwarded with certified copies of relevant educational (with transcripts), professional, extra-curricular activities and service certificates under registered post to reach the Deputy Registrar, IBMBB, University of Colombo, 90, Cumaratunga Munidasa Mawatha, Colombo 03 on or before the **06th July 2026**.

- (d) The post applied for should be marked on the top left corner of the envelope.
- (e) Applicants who are employees of University System, Government Departments, State Corporations and Statutory Bodies should forward their applications through the Head of their respective institutions but may send an advance copy in the first instance. However, no such applicant will be considered for interview, if the application channeled through the Head of the Department is not received.
- (f) Applications will not be entertained personally, and the University will not bear any responsibility for such submissions.
- (g) Incomplete & illegible applications, applications which are not attached with supportive documents and applications received by the Institute after the closing date will be rejected without intimation.

Note: The University reserves the right to short list and interview only such applicants as the University may consider suitable for appointment.

Deputy Registrar
Institute of Biochemistry, Molecular Biology and Biotechnology
University of Colombo
90, Cumaratunga Munidasa Mawatha,
Colombo 03.
2026.06.07