



INSTITUTE OF CHEMISTRY CEYLON

College of Chemical Sciences

Vacancy

Post of Management Assistant

The Institute of Chemistry Ceylon was incorporated by Act of Parliament No.15 of 1972. Under Section 25A of the Universities Act No. 16 of 1978, the Institute of Chemistry Ceylon is recognized as a Degree Awarding Institute.

The Institute of Chemistry Ceylon will entertain applications from candidates who are citizens of Sri Lanka and possess the qualifications given below for the above post.

1. Qualifications – Management Assistant:

- (a) GCE O/L six subjects in one sitting with credit pass for Sinhala/Tamil, English and Mathematics
- (b) GCE Advanced Level minimum 3 passes in one sitting.
- (c) Computer literacy (sound knowledge of Microsoft office packages is a must.)
- (d) Good working knowledge of English.

Applicants having min. one year experience in general management/computer application are preferred

Age: Shall be less than 30 years.

Appointment: The appointment as the Management Assistant is initially for 01-year contract renewable depending on the performance. Premature termination of the contract shall be subject to 01-month advance notice to the Institute.

Allowance: A monthly all-inclusive allowance of Rs.66,300/- is paid during the contract period

Other terms-

Working on weekends is essential but two weekdays will be given off in lieu.

The employee will be a member of the Employees' Provident Fund and Employee Trust Fund and contributions would be made to the said schemes by the Employer and Employee in accordance with the relevant Acts.

A self-made application and complete CV should be forwarded under registered cover to reach **President, Institute of Chemistry Ceylon, 341/22 Kotte Road, Welikada, Rajagiriya** not later than **16th July 2026**. The "Management Assistant" should be marked on the top left-hand corner of the envelope. Alternatively, an application and CV can be sent by e-mail (vacancy@ichemc.edu.lk) to receive on or before the closing date.

The Institute reserved the right to shortlist the candidates. Applications that do not conform to the requirement and applications received after the closing date will be rejected without intimation.

Registrar

**College of Chemical Sciences,
Institute of Chemistry Ceylon,
341/22, Kotte Road, Welikada, Rajagiriya.**

02/07/2026