



INSTITUTE OF CHEMISTRY CEYLON COLLEGE OF CHEMICAL SCIENCES

(Incorporated by Act of Parliament No.15 of 1972)



VACANCY

The Institute of Chemistry Ceylon is the successor to the Chemical Society of Ceylon (founded in 1941) and was established in the year 1971 for the general advancement of the science and practice of chemistry. The Institute was incorporated by Act of Parliament No.15 of 1972.

Applications are invited for the following post from the citizens of Sri Lanka who possess the qualifications and experience specified under each post as given below;

POST OF ASSISTANT REGISTRAR (Examinations)

Qualifications and Experience:

The applicant should possess

- a) Bachelor's Degree (Hon) in Science / Administration / Management from a recognized University / Higher Educational Institute

OR

Bachelor's Degree in Science / Administration / Management with First or Second Class from a recognized University / Higher Educational Institute

OR

Bachelor's Degree in Science / Administration / Management with a Postgraduate Degree / Postgraduate Diploma in Administration / Management from a recognized University / Higher Educational Institute

AND

- b) Post qualified minimum of two-year experience in general administration/coordination of educational programmes

AND

- c) Experience in IT and software handling

Experience in conducting examinations and coordinating examinations-related work in higher education institutions will be an added qualification.

Other terms:

Salary: All-inclusive monthly salary will be Rs.85,300/-.

Languages/skills: Excellent written and verbal communication skills in English /Sinhala is a must with sound knowledge in Microsoft office packages.

Appointment: The appointment is permanent subject to three-year probation period. Working on week-ends is essential but two week-days will be given off in lieu.

GENERAL CONDITIONS:

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.

Only short-listed applicants based on the highest qualifications and experience will be called for an interview and selection will be based on the performance at the interview.

Applications giving all particulars of qualifications, experience and other relevant information with two non-related referees should be sent under registered cover with the name of the post as appearing in the advertisement written on the top left-hand corner of the envelope to the **Registrar, Institute of Chemistry Ceylon, 341/22, Kotte Road, Welikada, Rajagiriya** by registered post or by an e-mail (vacancy@ichemc.edu.lk) not later than **24th August 2026**.

Registrar, Institute of Chemistry Ceylon

05/08/2026