



තාක්ෂණික ආයතනය, මොරටුව විශ්වවිද්‍යාලය
தொழில்நுட்பவியல் நிறுவனம், மொறட்டுவைப் பல்கலைக்கழகம்
INSTITUTE OF TECHNOLOGY, UNIVERSITY OF MORATUWA

දියගම, හෝමාගම, ශ්‍රී ලංකාව
 தியகம், ஹோமாகம், இலங்கை
 Diyagama, Homagama, Sri Lanka

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මගේ අංකය
 எனது இலக்கம் } ITUM/HR/02/Rec/Marshal
 My Number

ඔබේ අංකය
 உமது இலக்கம் }
 Your Number

07.02.2024

Secretary
 Registrar

University Grants Commission
 University of Colombo
 University of Peradeniya
 University of Sri Jayewardenepura
 University of Kelaniya
 University of Moratuwa
 University of Jaffna
 University of Ruhuna
 The Open University of Sri Lanka
 Eastern University, Sri Lanka
 South Eastern University of Sri Lanka
 Rajarata University of Sri Lanka
 Sabaragamuwa University of Sri Lanka
 Wayamba University of Sri Lanka
 Uwa-Wellassa University of Sri Lanka
 University of the Visual & Performing Arts
 Gampaha Wickramarachchi University of Indigenous Medicine
 University of Vavuniya
 Sripalee Campus,
 Trincomalee Campus
 Postgraduate Institute of Medicine
 Postgraduate Institute of Agriculture
 Postgraduate Institute of Pali & Buddhist Studies
 Postgraduate Institute of Archaeology
 Postgraduate Institute of Management
 Postgraduate Institute of Science
 Postgraduate Institute of English
 Postgraduate Institute of Human & Social Science
 Postgraduate Institute of Indigenous Medicine
 Postgraduate Institute of Medical Sciences
 Institute of Human Resource Advancement
 University of Colombo, School of Computing
 National Institute of Library & Information Science
 Institute of Biochemistry, Molecular Biology & Bio Technology
 The National Centre for Advanced Studies in Humanities & Social Sciences
 Swami Vipulananda Institute of Aesthetic Studies
 Institute for Agro-Technology and Rural Sciences, University of Colombo

Rector

Director

VACANCIES

Applications are hereby invited from the permanent and confirmed employees of the University system for the following posts in the Institute of Technology, University of Moratuwa. I shall appreciate very much if you could make arrangements to bring this advertisement to the notice of the staff of your Institution/Institute.

01. Marshal Grade II

02. Sub –Warden Grade II

P. T. O. →

අධ්‍යක්ෂ
 பணிப்பாளர்
 Director

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ජ්‍යෙෂ්ඨ සහකාර මූල්‍යාධිකාරී
 மூத்த உதவி காசாளர்
 Senior Assistant Bursar

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 sab@itum.mrt.ac.lk

Applications should be made as per the specimen form attached and should be forwarded through the Head of the Institution under a registered cover to reach the Deputy Registrar, Institute of Technology, University of Moratuwa, Diyagama, Homagama on or before 28.02.2024.

Copies of the relevant certificates to prove the required qualification should be enclosed with the application. Applications do not meet the required qualifications and illegible applications will be rejected without intimation.

Please note that, employees holding permanent cadre posts should not be allowed to apply for another permanent post during their probationary period according to the Establishments Circular Letter No.03/2013 of 15.03.2013.

01. Marshal Grade II

Qualifications:

- i. A graduate of a recognized University/Higher Educational Institution.

Physique -

Male - Height: 5'5"

- Chest: 32" deflated

Female- Height: 5'4"

Note: preference will be given to those who possess experience in police/Armed Forces and active participation in sports activities, social welfare activities within the university and at national level.

OR

- ii. A person who has experience in a post not below the rank of Major in the Armed Forces in Sri Lanka or not below the equivalent rank in Sri Lanka Police.

Salary Scale : Rs.42,885 – 18x660 – 54,765 p.m.

U-MN 3(II)

Selection : By a structured interview

02. Sub –Warden (Full-time) Grade II – For Male Hostels

Qualifications:

- i. A graduate of a recognized University. Preference will be given to those with experience in administration and management of Hostels.

Salary Scale : Rs.42,885 – 18x660 – 54,765 p.m.

U-MN 3(II)

Selection : By an interview

Service Condition : Full-time Sub-Wardens shall reside in the halls of residence to which they are appointed. A sum to be stipulated by the Higher Educational Institution will be recovered from their salaries to meet the cost of Board.

Director

Institute of Technology, University of Moratuwa

Institute of Technology,
University of Moratuwa,
Sri Lanka.



INSTITUTE OF TECHNOLOGY
University of Moratuwa
Application Form

for office use only

Post applied											
1	Surname with initials (in block capitals)										
2	Name in full (in block capitals)										
(copy of the birth certificate should be attached)											
3	Civil Status										
4	Gender										
5	NIC/Passport No.										
6	Date of Issue of NIC/Passport										
7	Postal Address										
8	Telephone (Residence)				2.3	Mobile					
9	Email Address										
10	Date of Birth	Year				Month				Date	
11	Age as at the closing date of application	Years				Months				Days	
12	Whether citizen of Sri Lanka by descend or registration				12.1	If by registration give reference number and the date of certificate of citizenship					
13	Schools attended										
		Name of the School							From	To	
	1.										
	2.										
	3.										
14	Educational Qualifications										
	G.C.E. O/L Examination				Year						
	Subject				Grade	Subject			Grade		
	1.					6.					
	2.					7.					
	3.					8.					
	4.					9.					
	5.					10.					

G.C.E. A/L Examination			Year			
Subject		Grade	Subject		Grade	
1.			4.			
2.			5.			
3.			6.			

15	University Education					
	Degree Title	University/Institute	Course Duration	Effective Date of Degree	Class or Grade	Courses/subjects followed
<i>(copies of the degree certificates/transcripts containing details requested under 6 should be attached)</i>						

16	Postgraduate Qualifications					
	Degree Title	University/Institute	Course Duration	Effective Date of Degree	Class or Grade	Courses/subjects followed
<i>(copies of the degree certificates/transcripts containing details requested under 7 should be attached)</i>						

8	Highest Examination passed in Sinhala/Tamil with grade (indicate whether Degree/A.L/O.L/etc)					

12	Past experience relevant to the post applied								
	Designation	Name of the Employer	From				To		
			DD	MM	YY		DD	MM	YY
<i>(copies of the experience certificates should be attached)</i>									

13	Present employment				
	Designation	Name of the HEI	Date of Appointment	Confirmed or not	Salary Scale & Step
<i>(Copy of the appointment letter should be attached)</i>					

14	Particulars of bond obligations to Higher Educational Institutions/Institutes		
	Name of the Institutions/Institute	Obligatory period	Amount due in Rupees

16	Extra curricular activities
18	<p>I hereby certify that the particulars submitted by me in the application and its annexure are true and accurate. I am aware that if any of these particulars are found to be false or inaccurate, I am liable to be disqualified before selection and to be dismissed without any compensation if the inaccuracy is detected after the appointment.</p> <p>..... Date</p> <p>..... Signature of the Applicant</p>
19	<p>Recommendation by the Head of Division/Department</p> <p>If the applicant is selected for the applied post he/she can be released from the service of this division.</p> <p>..... Date</p> <p>..... Signature of the Head of the Division/Department.</p>
20	<p>(to be completed by the Establishments division) Details filled from 1 to 15 are correct as per the personal file available in the Establishments Division of the employee</p> <p>..... Date</p> <p>..... Signature & official stamp of the Deputy/Senior/Assistant Registrar of the Establishments</p>
21	<p>Recommendation of the Director/Registrar/Secretary</p> <p>Applicant Mr./Mrs/Ms. is holding a permanent post in this University/Institute.</p> <p>Details mentioned from No.1 to 15 are certified as correct as per the personal file of the applicant available in the Establishments Division of this University/Institute. If he/she selected for the applied post he/she can be released from the service of this University/Institute.</p> <p>..... Date</p> <p>..... Signature & official stamp of the Director/Registrar/Secretary</p>