



University of the Visual and Performing Arts

VACANCIES

The University of the Visual and Performing Arts will entertain applications for the under mentioned post up to 23.05.2021.

01. Career Guidance Unit

Post: *Career Guidance Counsellor (Grade II)*

Basic Qualifications and experience required for the Post

- I. Holder of a Bachelor's Degree with first or second class from a recognized University /HEI with four (04) years experience in the field of student affairs.
- II. Good command of communication skills in English.

Notes: (a) Age should be not less than 22 years and not more than 45 years of age on the closing date of the applications.

(b) Preference will be given for those who have obtained postgraduate qualification in the area of Human Resources Management or Counselling and /or experience in career guidance activities

Salary Scales:

Career Guidance Counsellor (Grade II)	U-AS 2 (II)	Rs. 50,625 - 3 x 1,335- 54,630 (EB) 55,965 -14 x1,335 - 74,655 p.m.
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Other allowances as approved by the University Grants Commission will be paid, in addition.

Instructions for the Applicants

- (1) All candidates who apply for the Career Guidance Counsellor (Grade II) post will be shortlisted as per the SOR and called for an aptitude test to check their knowledge in the relevant subject. The candidates who manage to reach the cut-off mark or above, as decided by the University, will be summoned for an interview.

- (2) Certified photocopies of all relevant certificates including certificates of service experiences should be attached to the application. Applications submitted without certified copies of certificates shall be regarded as incomplete and subjected to rejection.
- (3) Candidates from Government Departments, Corporations and Statutory Boards should forward their application through the Heads of the respective Institutions.
- (4) Candidates who wish to apply for more than one post should submit separate applications.
- (5) Duly completed applications should be sent by **registered post** addressed to the “**Deputy Registrar /Academic Establishments Division, University of the Visual and Performing Arts, 21, Albert Crescent, Colombo 07**” on or before **23.05.2021**. The post applied for should be mentioned on the top left corner of the envelope containing the application.
- (6) Applications that do not fulfill the required qualifications and/or do not conform to the instructions given above and late submissions will be rejected.

Registrar
University of the Visual and Performing Arts
28.04.2021