



THE OPEN UNIVERSITY OF SRI LANKA
OFFICE ASSISTANT
(ON CONTRACT BASIS)

Applications are called up to 19.02.2025 from suitably qualified persons for the following Post.

QUALIFICATIONS

Educational Qualifications:

- Should have passed the G.C.E. (O/L) Examination in six (06) subjects with at least two credit passes in not more than two sittings.

NOTE :

Prior working experience and ability to read & understand English would be an added advantage

MONTHLY ALLOWANCE: Rs. 35,000.00 (All-inclusive allowances)

AGE : Not more than 45 years

SELECTION : By test and/or interview

BENEFITS

Appointees will become contributors to the Employees' Provident Fund, contributing 8% of their monthly earnings and the University contributing an amount equivalent to 12%. In addition, they will become contributors to the Employees Trust Fund. The University will contribute 3% of the monthly earnings of the employee.

HOW TO APPLY

Your comprehensive Curriculum Vitae; describing the particular experience in the relevant field and educational qualifications with certified copies of relevant certificates should be sent under registered cover to reach the Senior Assistant Registrar/Non-Academic Establishments, The Open University of Sri Lanka, Nawala, Nugegoda or handedover on or before 19.02.2025. The post applied for should be indicated on the top left-hand corner of the envelope. The University reserves the right to shortlist the candidates.

Registrar
The Open University of Sri Lanka
06.02.2025