



**THE OPEN UNIVERSITY OF SRI LANKA
MONARAGALA STUDY CENTRE**

**VACANCY
POST OF OPERATION ASSISTANT (ON CONTRACT)**

Applications are called for the post of Operation Assistant (Contract) at Monaragala Study Centre of The Open University of Sri Lanka.

Qualifications -:

- The candidate should have passed the G.C.E. O/L examination with six subjects in one sitting or NVQ Level 02 or equivalent qualification and effective communication skills.

Responsibilities -:

- Assist with office maintenance work, distribution of letters, cleaning office, supporting day-to-day activities of the centre and other duties assigned by the Assistant Director.

Duration of the Appointment - :

- Appointment will be made initially for six months and extendable up to two years based on performances.

Remuneration -:

- Fixed monthly allowance of Rs. 20,000/- (Inclusive of COL allowance) and will be entitling for EPF and ETF.

Note -:

- Male applicants are encouraged.
- Preference will be given to applicants from Monaragala area.

Those who are interested should **participate for a walk-in interview that will be held on 17th December, 2022 at 10.00 a.m. at Monaragala Study Centre.** Please bring your Curriculum Vitae, original certificates of educational qualifications, national identity card and birth certificate.

Assistant Director,
Monaragala Study Centre,
The Open University of Sri Lanka,
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