

**POSTGRADUATE INSTITUTE OF ENGLISH  
THE OPEN UNIVERSITY OF SRI LANKA**

**EMPLOYMENT OPPORTUNITY- OPERATION ASSISTANT (CONTRACT BASIS)**

**WALK IN INTERVIEW**

**16 October, 2023 - 09.00 a.m. to 03.00 p.m.**

The Postgraduate Institute of English, affiliated to the Open University of Sri Lanka and the only University Grants Commission mandated postgraduate educational institute for English in the country is looking for an Operation Assistant (Contract Basis).

**Qualifications:**

- Should have passed the G.C.E O/L examination in six subjects at one sitting or NVQ Level 03 certification
- Ability to read and write basic English
- Prior working experience and communication skills.

**Other conditions**

- Appointment will be made initially for six months and can be extended up to two years based on performance.
- Remuneration – fixed monthly allowance of Rs. 20,000.00 and government approved Rs.5000.00 allowance. OUSL rates applicable for similar posts (*Appointee will become a contributor to the EPF contributing 8% of the above salary. The Postgraduate Institute for English (PGIE) will contribute 12% of the above salary to the EPF and 3% to the ETF.*)
- Selected person should be available fulltime at the PGIE
- Applicants from the Colombo area who have basic ICT skills will be given preference.

*Please attend walk – in interviews on 16 October 2023. Bring the duly filled application, relevant educational certificates and other relevant documents including birth certificate and NIC with photocopies. Incomplete or illegible applications will be rejected without intimation.*

**Please contact following office telephone or email for prior appointment**

**[sarpgie@ou.ac.lk](mailto:sarpgie@ou.ac.lk) 011-2825805**

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