



THE OPEN UNIVERSITY OF SRI LANKA
ACCOUNTS ASSISTANT (BOOK-KEEPING)
(ON CONTRACT)

Applications are called up to 19.02.2024 from suitably qualified persons for the following Post.

QUALIFICATIONS

Educational Qualifications :

- (1) Should have passed the G.C.E. (O/L) Examination in six (06) subjects at one sitting with credit passes in Sinhala Language/Tamil Language, English Language/English Literature, Mathematics and
- (2) Should have passed in all subjects at G.C.E. (A/L) Examination at one sitting.

Post Specific Qualifications :

- (a) The National Certificate for Accounting Technicians of the Sri Lanka Technical College/ College of Technology under the Ministry of Skills Development and Vocational Training or any other equivalent qualification obtained from the recognized institute.
- or
- (b) G.C.E. (A/L) qualification should be in the Commerce Stream.

NOTE :

Preference will be given those who possess an acceptable qualification in computer applications of not less than six (06) months duration obtained from a recognized institute & two years of experience in the use of computer application packages.

MONTHLY ALLOWANCE : Rs. 57,000.00 (All-inclusive allowances)

AGE : Not more than 45 years

SELECTION : By written test and 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

The hardcopy of 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 19.02.2024. The post applied for should be indicated on the top left-hand corner of the envelope.

Further, the applications should be submitted by filling the following Google Form using the link given below.

Link for Google Form <https://forms.gle/AxSG5ZcSYzVhz1S1A>

The University reserves the right to shortlist the candidates.

Registrar
The Open University of Sri Lanka
06.02.2024