



POSTGRADUATE INSTITUTE OF ENGLISH
THE OPEN UNIVERSITY OF SRI LANKA

VACANCIES

POST OF ASSISTANT BURSAR (ASSIGNMENT BASIS)

Applications will be entertained from well-experienced retired university officers for the above post.

Qualifications:

- A retired officer in the university system under the University Grants Commission.
- Holds a degree from a recognized university or higher educational institution with a pass in the Intermediate level Examination of the Institute of Chartered Accountants of Sri Lanka or its equivalent.
- Good communication and interpersonal skills
- Good computer skills, including experience with Microsoft Office Suite

Experience:

Prior experience as an Assistant Bursar, Senior Assistant Bursar, or Deputy Bursar in HEI. HEI experience is highly desirable.

Honorarium: A monthly honorarium of Rs. 153,000/- will be paid to the selected candidate.

Duration of the Assignment: Appointment will be made initially for one year and extendable.

How to Apply: Duly filled applications should be sent through the Google Form link given below to reach the Director/ Postgraduate Institute of English on or before 15th July 2024.

Application Link: <https://forms.gle/WZGsKqqkCccQJTr48>

The decision of the Postgraduate Institute of English, Open University of Sri Lanka shall be final and conclusive. Applications received after the closing date will not be considered. Incomplete applications will be rejected. The Institute has the right to shortlist the candidates and qualified shortlisted candidates will be called for an interview.

The interview will be held on 16th July 2024 from 2:00 pm to 4:00 pm at the PGIE.

The assignment will commence on 29th July 2024.

Inquiries: Postgraduate Institute of English Tel: 0112825805 Email: admas2pgie@ou.ac.lk

Director
Postgraduate Institute of English
The Open University of Sri Lanka
P. O. Box 21
Nawala, Nugegoda.

Date: 5th July 2024