



**THE OPEN UNIVERSITY OF SRI LANKA**  
**MANAGEMENT ASSISTANT**  
**(ON CONTRACT)**

Applications are called up to 19.11.2024 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
  - I. Sinhala Language/Tamil Language,
  - II. English Language/English Literature,
  - III. Mathematicsand
- (2) Should have passed in all subjects at G.C.E. (A/L) Examination (except the Common General Paper) at one sitting. (Passing in 3 subjects under the old syllabus at one sitting would be sufficient for this purpose)

**NOTE :**

.Preference will be given to those who possess the following;

- a. An acceptable qualification in computer applications of not less than six (06) months duration obtained from a recognized institute  
and
- b. Two years of experience in the use of computer application packages.

**MONTHLY ALLOWANCE :** Rs. 52,000.00 (All-inclusive allowances)

**AGE** : Not more than 30 years

**SELECTION** : By written test and interview

**WORK STATION** : Main Campus, Nawala

**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 19.11.2024. 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  
06.11.2024