



# THE OPEN UNIVERSITY OF SRI LANKA

## Dean's Office

### POST OF OPERATION ASSISTANT (ON CONTRACT)

Applications will be entertained from suitably qualified people for the above post.

#### Qualifications:

- Should have passed the G.C.E. O/L examination with six subjects in one sitting or NVQ Level 04 or equivalent.
- Prior working experience, knowledge of office work, ability to read and understand English would be added advantages.

#### Duration of the appointment

Appointments will be made initially for six months and extendable up to two years based on performance.

**Duties to be performed:** Circulating of Letters, Assisting the official duties etc.

#### Remuneration:

Fixed monthly allowance of Rs. 25,000 /- (including COL allowance) and will be entitled for EPF and ETF

- Suitably qualified candidates are invited to send their CV along with the duly filled application form which is annexed herewith in registered post to the following address, to be received on or before **25<sup>th</sup> November 2024**.

Senior Assistant Registrar,  
Faculty of Management Studies,  
The Open University of Sri Lanka,  
Nawala, Nugegoda,

The decision of the 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. University has the right to shortlist the candidates and qualified shortlisted candidates will be called for an interview.

**Note:- Please note that the notice published, for calling application for the above post 22.10.2024 dated has been rescinded.**

**Inquiries:** Senior Assistant Registrar/ Faculty of Management Studies , 0112 - 881255

Registrar  
The Open University of Sri Lanka  
06.11.2024