



The Open University of Sri Lanka

Nattandiya Study Centre

Vacancy

POST OF OPERATIONS ASSISTANT (CONTRACT BASIS)

Qualifications:

- Should have passed the G.C.E O/L examination in six subjects at one sitting or NVQ Level 03.
- Excellent typing skills in English/Sinhala and computer literacy.
- Prior working experience & effective communication skills in Sinhala, English & Tamil would be an added advantage.

Note:

- Appointment will be made initially for six months and extendable up to two years based on Performance.
- Remuneration – fixed monthly allowance of Rs. 20,000.00 (Inclusive of COL allowance) and will be entitled for EPF & ETF.
- Selected person should be available full time at the Nattandiya Study Centre of the Open University of Sri Lanka.
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Walk – in – Interview

Venue: The Open University of Sri Lanka,
Nattandiya Study Center,
Marawila Road, Nattandiya.

Date: 28 December 2024

Time: 10.00 a.m. – 12.00 p.m

The decision of the Open University of Sri Lanka shall be final and conclusive. **Interested candidates with the required qualifications should present for the walk-in interview for the above-mentioned post with educational and any other relevant certificates (originals) along with certified copies and National identity Card.**

Inquiries: 032-2060405 (Actg. Assistant Director, Nattandiya Study Centre)

Registrar

The Open University of Sri Lanka

Date :2024.12.21