



POSTGRADUATE INSTITUTE OF ENGLISH

THE OPEN UNIVERSITY OF SRI LANKA

WALK IN INTERVIEW

POST OF OPERATIONS ASSISTANT (ON CONTRACT)

DATE: 16th December, 2024 – 2:30 p.m. to 4:00 p.m.

QUALIFICATIONS:

1. Should have passed the G.C.E O/L examination in six subjects at one sitting or NVQ Level 4 of equivalent
2. Age between 25 and 35 years.
3. Ability to assist office work and photocopying, letter delivering and all the office aid work
4. Ability to work flexible hours, depending on the institute's requirements and ability to work on weekends if required.
5. If selected, the candidate will work under Senior Assistant Registrar and will need to support the PGIE team in all the office work. From time to time the Senior Assistant Registrar may assign different duties depending on the Institute's requirements. (Normal working hours: Monday to Friday – 8:30 to 4:15)

Duration of the appointment: Appointment will be made initially for six months and is extendable for up to two years based on performance.

Remuneration : Fixed monthly allowance of Rs.25,000/-
(and the allowance of Rs.5000/- as per UGC circular 02/2022) and will be entitled for EPF and ETF

Please attend walk-in interviews on 16th December, 2024. 2:30 – 4:00 p.m.

Bring all the original certificates, service certificates and any other relevant documents including birth certificate and NIC with photocopies.

Submit a CV to pgielecv46@ou.ac.lk (Indicate the post applying in the email heading)

Inquiries: Tel: 0112825805 Email: sarpgie@ou.ac.lk

Director
Postgraduate Institute of English
The Open University of Sri Lanka
Nawala, Nugegoda.

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