



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 18.11.2024. 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