



**POSTGRADUATE INSTITUTE OF ENGLISH**  
**THE OPEN UNIVERSITY OF SRI LANKA**

**WALK IN INTERVIEW – 05/03/2025**

**POST OF ADMINISTRATIVE ASSISTANT  
(ON CONTRACT)**

The Administrative Assistant will provide support to the administrative staff of the PGIE mainly in the efficient delivery of the Skills Enhancement of Rural English Language Teachers (SERELT) Project. In addition, s/he will provide support for other academic programs offered by the PGIE. The role involves the efficient management of student affairs, establishment and general administrative duties in the office, assignment tracking, follow-up, liaison and related administrative duties and working closely with a team of internal and external academics as well as students.

**REQUIREMENTS:**

1. Should have passed the G.C.E O/L examination in six subjects in one sitting with credit passes in Sinhala Language / Tamil Language, English Language//English Literature and Mathematics.
2. Should have passed in all 03 subjects offered in the G.C.E (A/L) Examination in the Commerce stream (except the Common General Paper) in one sitting.  
(Passing in 3 subjects under the old syllabus at one sitting would be sufficient for this purpose.)
3. An acceptable qualification/ experience in accounting/ finance related activities.
4. Preference will be given to those who possess the following:  
An acceptable qualification in computer applications of not less than six (06) months duration obtained from a recognized institute.

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

**Remuneration:** The selected candidate will receive a fixed monthly allowance of Rs.30,000.00 and the special allowance of Rs.5000.00 and will be entitled for EPF and ETF.

**Please attend for a walk-in interview on 05<sup>th</sup> March 2025  
from 2:00 p.m. to 3:30 p.m.**

**Email a CV with scanned copies of certificates to confirm above qualifications, other relevant educational certificates and any other relevant documents including birth certificate and NIC with photocopies.**

Email: [pgielecv46@ou.ac.lk](mailto:pgielecv46@ou.ac.lk) (Indicate the post applying in the email heading)

**Inquiries:** Tel: 0112825805 Email: [sarpgie@ou.ac.lk](mailto:sarpgie@ou.ac.lk)

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