



The Open University of Sri Lanka

Hatton Study Centre

Vacancy

POST OF PROJECT ASSISTANT (ON CONTRACT)

Qualifications:

- Candidates should hold a Bachelor's degree from a recognized University.
- Possess sound knowledge in office packaging and documentation.
- Fluency in Tamil, English and Sinhala.
- Effective communication skills.
- Prior working experience & effective communication skills in Sinhala, English & Tamil would be an added advantage.

Note:

- Support to all the academic and administrative work at Hatton Study Centre.
- Appointment will be made initially for six months and extendable up to four years based on Performance.
- Remuneration –fixed monthly allowance of Rs. 40,000.00 and will be entitled for EPF & ETF.
- Selected person should be available full time at the Hatton Study Centre of the Open University of Sri Lanka.
- Should be able to work on Sundays.

A Walk-in Interview

Venue -: The Open University of Sri Lanka, Hatton Study Centre

Date -: 2026.03.17

Time -: 9.30 am – 1.00 pm.

Preference will be given to the applicants from Nuwara Eliya district. Please bring your Curriculum Vitae (2 copies), Originals of Educational Certificates, National Identity Card, and Birth Certificate with a set of photocopies.

Inquiries: - Assistant Director/Hatton Study Centre – 051 2225139

Registrar
The Open University of Sri Lanka
Date: 05.03.2026