



# THE OPEN UNIVERSITY OF SRI LANKA

Polonnaruwa Study Centre

## Post of Project Assistant (On Temporary)

### Qualifications:

Candidate should be

- ❖ Hold a Bachelor's Degree from a UGC-recognized university.
- ❖ Good command in English (reading, writing & speaking), effective communication skills, and basic Computer Knowledge and a good team worker

### Note:

- ❖ Selected person should be available full-time at Polonnaruwa Study Centre, The Open University of Sri Lanka.
- ❖ Applicants from the Polonnaruwa area will be given preference.
- ❖ Main job role involves handling financial activities at the center, including the preparation and processing of payment vouchers and examination vouchers.

### Duration of the appointment

Appointment will be made initially for six months and extend up to two years based on performance.

### Remuneration

Fixed monthly allowance of Rs.40,000 (inclusive of COL allowance) will be entitled to EPF and ETF.

Qualified candidates should e-mail their CV with a scanned degree transcript on or before

**9th June 2026**

Email: [adpol@ou.ac.lk](mailto:adpol@ou.ac.lk)

Tel: 027 – 2225776

The decision of the Open University of Sri Lanka shall be final and conclusive. Applications received after the closing date will not be considered. Incomplete applications will be rejected. University has the right to shortlist the candidates and qualified shortlisted candidates will be called for an interview.

Inquiries: Mr. Priyantha Wijekoon - 027 2225776

Registrar

The Open University of Sri Lanka

Date: 22/05/2026