



THE OPEN UNIVERSITY OF SRI LANKA

VACANCIES

PERSONAL SECRETARY TO VICE-CHANCELLOR

Applications will be received by me up to **30.06.2026** from suitably qualified persons for the above post. Applications should be made in the prescribed form obtainable from the Open University.

QUALIFICATIONS:

(i) Should possess a Degree from a recognized university/HEI with not less than three (03) years of experience in the relevant field.
OR

Should possess two years Diploma with a Certificate in Secretarial Practice or equivalent qualification with not less than five (05) years of experience in the relevant field.

AND

(ii) An acceptable qualification in computer applications of not less than six (06) months duration obtained from a recognized institute

AND

(iii) The candidate should possess :-

- (a) Stenography/ Secretarial ability English and Sinhala/Tamil
- (b) Word processing skills and ability to handle modern office equipment.

METHOD OF RECRUITMENT :

Selection by a written examination and a structured interview.
The written examination will consist of following two papers.

Paper I – (i) Knowledge of the University System
(ii) IQ and General Knowledge

Paper II – (i) Test on IT Skills and Stenography
(ii) Communication Skills and Public Relations; Skills in the use of English; Ability to translate from English to Sinhala/Tamil and vice-versa; Ability to prepare reports, memoranda and official letters and draft minutes of meetings; Organizing meetings and conferences; Liaison with outside institutions and public relations.

A structured interview to assess oral communication skills relevant to aptitude and abilities for public relations.
(Candidates who have scored more than 40 % from each of the above paper will be summoned for the structured interview and the pass mark of the structured interview should be 40% or above).

SALARY SCALE : Rs.85,305 - 3 x 2,020 - 91,365 (EB) 93,765; 12 x 2,400 - 122,565 p.m. [U-EX 1(II)]

The above salary scale is fully operative with effect from 01.01.2027, and the placement of the salary applicable to the post for the year 01.01.2026 will be made in accordance with the University Grants Commission Circular No. 02/2025(i) dated 04.04.2025.

The appointee will also be entitled to receive other allowances as approved by the Government.

BENEFITS:

All permanent appointees will become contributors to the Universities Provident Fund, contributing 10% of their monthly earnings and the University contributing an amount equivalent to 7%. In addition, they will become contributors to the Employees' Trust Fund and the University Pension Scheme, under which the University will contribute 3% and 8% of the monthly earnings of the employees, respectively

HOW TO APPLY:

The application form (Academic) could be downloaded from our website <https://ou.ac.lk/vacancies/> or can be obtained from the Deputy Registrar/ Establishments (Academic), The Open University of Sri Lanka, PO Box 21, Nawala, Nugegoda.

Applicants from Higher Educational Institutions, Government Departments, and Government Corporations should apply through the Head of the Institution/ Department/ Corporation. Please attach certified copies of birth certificate, National Identity Card, relevant certificates of confirmed results to prove qualifications (with transcripts), professional qualifications, and experience. Applications which do not conform to the requirements, applications received after the closing date, and incomplete applications will be rejected.

Duly filled application form along with the supporting documents should be sent to **Deputy Registrar/ Establishments (Academic), The Open University of Sri Lanka, PO Box 21, Nawala, Nugegoda** under registered post to reach on or before **30.06.2026**. Please mention the post applied for on the top left-hand corner of the envelope. The University reserves the right to shortlist the candidates.

Actg. Registrar

The Open University of Sri Lanka
21, Nawala, Nugegoda.

07.06.2026