



THE OPEN UNIVERSITY OF SRI LANKA

FACULTY OF ENGINEERING TECHNOLOGY

POST OF OPERATION ASSISTANT (ON CONTRACT)

Applications will be entertained from suitably qualified persons for the above post.

Qualifications:

- Six passes in G.C.E O/L examination in one sitting including English Language or NVQ Level 04

Required Skill:

- Assisting office tasks & supporting the activities of the division.
- Writing & communication skill in English.
- Willingness to work flexible hours, including weekends, as required.
- Prior working experience and knowledge of office work would be added advantages.

Preference will be given to the applicants from Colombo District

Duration of the Appointment

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

Remuneration:

Fixed monthly allowance of Rs. 30,000/= (Inclusive of COL allowance) and will be entitled to EPF and ETF.

How to Apply:

The **walk-in-interviews** for the above post is scheduled on **20th August 2026** from **02.00 p.m.** to **04.00 p.m.** in the Deans Office, Faculty of Engineering Technology of the Open University of Sri Lanka, Nawala, Nugegoda.

Suitably qualified candidates are invited to be present at the interview with the copies of the CV, Original and copies of Educational Certificates, NIC, Birth Certificate and any other relevant documents.

The decision of the Open University of Sri Lanka shall be final and conclusive.

Inquiries: Ms. Ranga Nagahawatte - 0112881285

Registrar

The Open University of Sri Lanka

13th August 2026