



The Open University of Sri Lanka

Nattandiya Study Centre

Vacancy

POST OF OPERATIONS ASSISTANT (CONTRACT BASIS)

Qualifications:

- Should have passed the G.C.E O/L examination in six subjects at one sitting or NVQ Level 03.
- Excellent typing skills in English/Sinhala and computer literacy.
- Prior working experience & effective communication skills in Sinhala, English & Tamil would be an added advantage.

Note:

- Appointment will be made initially for six months and extendable up to two years based on Performance.
- Remuneration – fixed monthly allowance of Rs. 25,000.00 (Inclusive of COL allowance) and will be entitled for EPF & ETF.
- Selected person should be available full time at the Nattandiya Study Centre of the Open University of Sri Lanka.
- Applicants from Nattandiya Area will be given preference.

Walk – in – Interview

Venue: **The Open University of Sri Lanka,
Nattandiya Study Center,
Marawila Road, Nattandiya.**

Date: **12 June 2025**

Time: **10.00 a.m. – 12.00 p.m**

The decision of the Open University of Sri Lanka shall be final and conclusive. **Interested candidates with the required qualifications should present for the walk-in interview for the above-mentioned post with educational and any other relevant certificates (originals) along with certified copies and National Identity Card.**

Inquiries: 032-2060405 (Actg. Assistant Director, Nattandiya Study Centre)

Registrar
The Open University of Sri Lanka
Date : 2025.06.04