

The Open University of Sri Lanka

Department of Legal Studies

Post of Operation Assistant (on contract)

Applications are called for the post of Operation Assistant in the Department of Legal Studies, Faculty of Humanities & Social Science, the Open University of Sri Lanka.

Qualifications and Experience:

NVQ Level 02 or GCE Ordinary Level examination with 6 passes.

Ability to read and understand English.

Duration of the appointment:

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

Nature and duration of appointment:

Normal working days from Monday to Friday 8.00 am to 4.30pm

Remuneration :

A fixed monthly allowance of Rs. 25,000/- (inclusive of COL allowance) and EPF +ETF.

How to Apply:

Those who are interested should e-mail their curriculum vitae on or before 20th June 2025 to pmsub@ou.ac.lk. The subject in the email should be **“Post of Operation Assistant”**.

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. The university has the right to shortlist the candidates and qualified shortlisted candidates will be called for an interview.

Inquiries: **0112- 881 432** (Ms.Subhashini)

Registrar

The Open University of Sri Lanka

Nawala, Nugegoda

06th June 2025