



THE OPEN UNIVERSITY OF SRI LANKA

Finance Division

POST OF OPERATION ASSISTANT (ON CONTRACT)

Walk-In-Interview

Suitably qualified candidates are requested to attend a walk-in-interview on **29th July 2025** between **9.0am** and **10.00 am** for the post of Operations Assistant (on contract) at the **Finance Division**, The Open University of Sri Lanka, Nawala, Nugegoda.

Qualifications:

- NVQ Level 02 or equivalent
- Ability to read and understand basic English
- Excellent typing skills in English /Sinhala and Computer Literacy
- Working experience would be an added qualification

Duration of the appointment:

Appointment will be made initially for Six months and extendable based on performance.

Remuneration:

A fixed monthly allowance of Rs.25,000 (Inclusive of COL allowance) and entitled to contribute for EPF and ETF.

Suitably qualified candidates should attend the interview with self-prepared application, originals of birth certificate, NIC and relevant educational certificates with certified copies.

Venue: **Bursar's Office of the Finance Division**
 The Open University of Sri Lanka
 Nawala, Nugegoda.

Inquiries: 0112881296 (Finance Division)