



# **THE OPEN UNIVERSITY OF SRI LANKA**

## **Polonnaruwa Study Centre**

### **Post of Project Assistant (On Temporary)**

#### **Qualifications:**

Candidate should be

- ❖ Hold a Bachelor's Degree from UGC-recognized university.
- ❖ Age between 25 and 30 years
- ❖ Good command in English (reading, writing & speaking), effective communication skills, and basic Computer Knowledge and Good Team worker

#### **Note:**

- ❖ Selected person should be available full-time at Polonnaruwa Study Centre, The Open University of Sri Lanka.
- ❖ Applicants from the Polonnaruwa area & Female will be given preference.
- ❖ Main job role is handling phone calls and managing students and visitors at the information counter.

#### **Duration of the appointment**

Appointment will be made initially for six months and extend based on performance.

#### **Remuneration**

Fixed monthly allowance of Rs.40,000 (inclusive of COL allowance) will be entitled to EPF and ETF.

### **A Walk-in-Interview**

**Venue** -: Polonnaruwa Study Centre, The Open University of Sri Lanka, Bendiwewa

**Date** -: 2025.07.30

**Time** -: 9.30 am – 12.30 pm.

Please bring your signed Curriculum Vitae, originals of educational certificates, NIC, and birth certificate with a set of photocopies.

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

Inquiries: Mr. Priyantha Wijekoon - 027 2225776

Registrar

The Open University of Sri Lanka

Date: 25/07/2025