



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.

Qualified candidates should email their signed CV, educational certificates on or before

20th August 2025

Email: adpol@ou.ac.lk

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