



THE OPEN UNIVERSITY OF SRI LANKA  
Faculty of Natural Science  
Dean's Office  
**Post of Operations Assistant (On Contract)**

Applications are invited from suitably qualified candidates for the post of **Operations Assistant (on contract)** at the Faculty of Natural Sciences.

**Qualifications:**

- Six (6) passes at the **G.C.E. Ordinary Level Examination in one sitting or NVQ Level 4** or equivalent qualification
- Ability to **read and understand English**

**Duration of Appointment:**

- Appointments will be made **initially for six (6) months**, with the possibility of extension **up to two (2) years** based on performance.

**Remuneration:**

- **Fixed monthly allowance of Rs. 25,000.00** (inclusive of Cost of Living allowance)
- Entitled to contribute to the **Employees' Provident Fund (EPF)** and **Employees' Trust Fund (ETF)**

**Nature of Appointment:**

- Regular working days: **Monday to Friday, 8.15 a.m. – 4.30 p.m.**
- As the Open University is an **Open and Distance Learning (ODL)** institution, selected candidates must be willing to **perform duties on weekends and holidays**, if required.

**How to Apply:**

Interested candidates should submit their **Curriculum Vitae (CV)** via email to: **arnsc@ou.ac.lk**

**Deadline: 26<sup>th</sup> August 2025**

**Important Notes:**

- **Incomplete or late applications** will not be considered.
- The University reserves the right to **shortlist candidates**, and only shortlisted applicants will be **called for an interview**.
- The decision of the Open University of Sri Lanka will be **final and conclusive**.

**Inquiries:** Assistant Registrar, Faculty of Natural Sciences, **011 288 1226**

**Registrar**

The Open University of Sri Lanka  
18.08.2025