



THE OPEN UNIVERSITY OF SRI LANKA

Anuradhapura Regional Centre

POST OF OPERATIONS ASSISTANT (ON CONTRACT) For the Front Desk

Applications will be entertained from suitably qualified persons for the above post.

Qualifications:

- NVQ Level 02 or GCE Ordinary Level examination with 6 passes.
- Ability to read and understand English.
- Basic knowledge of working with MS Office package.

(The person appoint for this position should be able to work as the front desk representative. Should be able to work during Saturday and if required on Sunday)

Preference will be given to those who are from Anuradhapura District

Duration of the appointment

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

Remuneration:

Fixed monthly allowance of Rs. 25,000/- (inclusive of COL allowance) and will be entitled for EPF and ETF.

A Walk-in Interview

Venue -: The Open University of Sri Lanka, Anuradhapura Regional Centre

Date -: 2025.07.10

Time -: 10.00 am – 12.30 pm

The decision of the Open University of Sri Lanka shall be final and conclusive. **Interested candidates with the required qualifications should present for the walk-in interview for the above-mentioned post with educational and any other relevant certificates (originals) along with certified copies and National identity Card.**

Inquiries: 0252222871 (Assistant Director, Anuradhapura Regional Centre)

Registrar

The Open University of Sri Lanka

Date :2025.07.02