



THE OPEN UNIVERSITY OF SRI LANKA

PERSONAL SECRETARY TO VICE-CHANCELLOR

Applications will be received by me upto 22.11.2021 from suitably qualified persons for the following posts. Applications should be made in the prescribed form obtainable from our website.

QUALIFICATIONS

(i) Should possess a Degree from a recognized university /HEI with not less than three (03) years of experience in the relevant field.

OR

Should possess two years Diploma with a Certificate in Secretarial Practice or equivalent qualifications with not less than five (05) years of experience in the relevant field.

AND

(ii) An acceptable qualification in computer applications of not less than six (06) months duration obtained from a recognized institute.

AND

(iii) The candidate should possess :-

(a) Stenography/Secretarial ability English and Sinhala/Tamil

(b) Word processing skills and ability to handle modern office equipment.

Method of Recruitment : Selection by a written test and a structured interview to assess oral communication skills relevant to aptitude & abilities for Public Relations.

Salary Scale : U-EX I(II)

Rs.50625-3x1125-54000 (EB)-55335;12x1335-71355 p.m.

BENEFITS

All permanent appointees will become contributors to the Universities Provident Fund, contributing 10% of their monthly earnings and the University contributing an amount equivalent to 7%. In addition, they will become contributors to the Employees Trust Fund and the University Pension Scheme under which the University will contribute 3% and 8% of the monthly earnings of the employee respectively. Appointees will also be entitled to receive other allowances which are applicable to the post.

HOW TO APPLY

Application Form (Academic) could be downloaded from the University Website (<http://www.ou.ac.lk.vacancies>). Duly filled Application should be e-mailed to "ariqau@ou.ac.lk" and the Hard copy of the Application Form along with the certified copies of birth certificate, relevant certificates of confirmed results to prove qualifications, professional qualifications and experience should be sent to Senior Assistant Registrar/Establishments (Academic) , The Open University of Sri Lanka, Nawala, Nugegoda under registered post to reach on or before 22.11.2021. Please mention the post applied for on the top left hand corner of the envelope. Applications which do not conform to the requirements, applications received after the closing date and incomplete applications will be rejected. The University reserves the right to shortlist the candidates.

Registrar
The Open University of Sri Lanka,
Nawala, Nugegoda.
31.10.2021