



# THE OPEN UNIVERSITY OF SRI LANKA

## TAMIL TYPIST (ON CONTRACT)

Applications will be received by me up to 18.02.2022 from suitably qualified persons for the above Post. Applications should be made in the prescribed form obtainable from the Open University.

### QUALIFICATIONS

- (1.) G.C.E. (O/L) Examination in six subjects at not more than two sittings with credit passes in five (5) subjects. The credit passes must include Sinhala/ Tamil/English Language or Literature and Typing in Tamil.
- (2.) Proficiency in Typing with the minimum speed of 35 w.p.m. by using Computer.

**SALARY** : Rs. 40,000/= p.m. (fixed allowance)

**AGE** : below 45 years

### BENEFITS

Appointees will become contributors to the Employees' Provident Fund, contributing 8% of their monthly earnings and the University contributing an amount equivalent to 12%. In addition, they will become contributors to the Employees Trust Fund. The University will contribute 3% of the monthly earnings of the employee.

### HOW TO APPLY

Application forms can be obtained from the Senior Assistant Registrar/ Non-Academic Establishments, The Open University of Sri Lanka, Nawala, Nugegoda either by sending a self addressed stamped envelope (23X10 cm size) to reach the University on or before 11.02.2022 or by personally calling over at the Office of the Senior Assistant Registrar/ Establishments. Application form can be downloaded from University Web Site. <http://www.ou.ac.lk/home/index.php/employment-opportunities>[Application No: 3 or 4 -Application (Non-Academic)]

Applicants from Higher Educational Institutions, Government Departments and Government Corporations should apply through the Heads of their Institutions. Please attach certified copies of relevant certificates. Applications which do not conform to the requirements, applications received after the closing date and incomplete applications will be rejected.

Duly filled applications should be sent under registered cover to reach the Senior Assistant Registrar/Non - Academic Establishments, The Open University of Sri Lanka, Nawala, Nugegoda on or before 18.02.2022. The Post applied for should be indicated on the top left hand corner of the envelope. The University reserves the right to shortlist the candidates.

Registrar  
The Open University of Sri Lanka,  
Nawala, Nugegoda.  
06.02.2022