



THE OPEN UNIVERSITY OF SRI LANKA

Polonnaruwa Study Centre

Post of Project Assistant (On Temporary)

Qualifications:

Candidate should be

- ❖ Hold a Bachelor's Degree in Management(BBM / B.Sc in Accountancy & Finance / B.Sc in Business Management) from a UGC-recognized university.
- ❖ Age between 25 and 30 years
- ❖ Good command in English (reading, writing & speaking), effective communication skills, and basic Computer Knowledge and a 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 involves handling financial activities at the center, including the preparation and processing of payment vouchers and examination vouchers.

Duration of the appointment

Appointment will be made initially for six months and extend up to two years 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 e-mail their CV with a scanned degree transcript on or before

14th May 2026

Email: adpol@ou.ac.lk

Tel: 027 – 2225776

The decision of the Open University of Sri Lanka shall be final and conclusive. Applications received after the closing date will not be considered. Incomplete applications will be rejected. University has the right to shortlist the candidates and qualified shortlisted candidates will be called for an interview.

Inquiries: Mr. Priyantha Wijekoon - 027 2225776

Registrar

The Open University of Sri Lanka

Date: 27/04/2026