



THE OPEN UNIVERSITY OF SRI LANKA

SUB - WARDEN (FULL TIME - MALE)

(ON CONTRACT)

Applications will be received by me up to 02.03.2020 from suitably qualified persons for the above Post. Applications should be made in the prescribed form obtainable from the Open University.

QUALIFICATIONS

A graduate of a recognized University. Preference will be given to those with experience in administration and management of Hostels.

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

AGE: Applicants should be less than 45 years. This age limit will not be applied to the employees of Government Departments, Corporations, Statutory Bodies and employees of Higher Educational Institutions/Institutes.

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 24.02.2020 or by personally calling over at the Office of the Senior Assistant Registrar/Establishments. Application form (Non - Academic) to 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 02.03.2020. 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.
16.02.2020

University Web Site : www.ou.ac.lk