



THE OPEN UNIVERSITY OF SRI LANKA

VACANCY

PERSONAL SECRETARY TO VICE-CHANCELLOR OF THE OPEN UNIVERSITY

Qualifications:

- (i) A holder of the post of Staff Management Assistant or above with adequate proficiency in Stenography
- (ii) An acceptable qualification in computer applications of not less than six (06) months duration obtained from a recognized institute.

The candidate should possess: -

- (a) Very good conversational and written ability in English and Sinhala/Tamil
- (b) Word processing skills and ability to handle modern office equipment.

Note :

(A) Eligible applicants will be required to sit a written test conducted by the University Grants Commission/or the Governing Authority of the HEI concerned. The written test will consist of two papers, carrying a total weightage of 50% in the overall assessment. The papers will cover the following subject areas;

Part I – 100% marks

- (i) Knowledge of the Universities Legislations, Rules and Regulations.
- (ii) Overall functioning of the University system and University Administration.

Part II – 100% marks

- (i) Paper to test the Writing, Stenography knowledge and IT.
- (ii) Communication Skills and Public Relations; Skills in the use of English; Ability to translate from English to Sinhala/Tamil and vice-versa; Ability to prepare reports, memoranda and official letters and draft minutes of meetings; Organizing meetings conferences; Liaison with outside institutions and public relations.

(B) A structured interview to assess oral communication skills relevant to aptitude and abilities for public relations.

(Candidates who have scored more than 40 % from each of the above paper will be summoned for the structured interview and the pass mark of the structured interview should be 40% or above).

Salary Scale: U-EX 1(II) – Rs. 50,625-3x1125- 54,000(EB) 55335;12x1335-71355 p.m.

The appointee will be eligible to receive any other allowance made applicable to this post in addition to the salary.

Applications will be received for the above post at the Open University of Sri Lanka from the permanent confirmed employees of the University Grants Commission /Higher Educational Institutions/ Institutes and Campuses. Applicants should apply through the Secretary of the UGC or the Principal Executive Officer of the Higher Educational Institutions/Institutes/Campuses. Please attach certified copies of relevant certificates to prove qualifications and experience. The application form can be obtained from the Senior Assistant Registrar/Academic Establishments, The Open University of Sri Lanka, P.O.Box. 21, Nawala, Nugegoda or can be downloaded from the University Web Site [http://www.ou.ac.lk/home/News & Events/Vacancies/Application \(Academic Staff\)](http://www.ou.ac.lk/home/News & Events/Vacancies/Application (Academic Staff)) and applications which do not conform to the requirements, applications received after the closing date and incomplete applications will be rejected.

The Post applied for, should be indicated on the top left hand corner of the envelope. Duly filled applications should be sent under registered cover to reach the Senior Assistant Registrar/Academic Establishments on or before **06th September 2021**.


Registrar
The Open University of Sri Lanka

11.08.2021