



# Ocean University of Sri Lanka

## Vacancies



Applications are invited from suitably qualified persons for following posts in the Vice Chancellors office

### 1. Personal Secretary to Vice Chancellor

**Qualifications** - Should possess a Degree from a recognized university/HEI with following

- (a) Adequate proficiency in Stenography/Secretarial ability
- (b) Very good conversational and written ability in English and Sinhala
- (c) Word Processing skills and ability to handle modern office equipment

### 2. Office Aid

**Qualifications** -

- (a) A Pass in the 8th standard.
- (b) Age - not more than 45 year.

### Salary Scales

Personal Secretary to Vice Chancellor - Rs. 26,020 - 3 x 585 - 27,775 p. m. [U-EX 1]

Office Aid - Rs. 14,150 - 15 x 130 - 16,100 p. m. [U-PL 1]

In addition to the above-mentioned salary, the cost of living allowance approved by the Government would also be paid. The employee is required to contribute 8% of the salary to the Employee Provident Fund whilst the employer will contribute a sum equivalent to 14% of the salary and 3% to the Employees' Trust Fund.

The employees of Government Departments/Corporations should forward their applications through the Heads of respective Departments / Corporations along with a certified statement of the present salary particulars. They may send an advanced copy of an application to the University directly. The applications which are not received through the proper channel on or before the closing date will not be considered.

Application forms, scheme of recruitment and other relevant information could be obtained from the Assistant Registrar (Human Resources), Ocean University of Sri Lanka, Crow Island, Colombo 15, either by sending a self-addressed stamped envelope 23 x 10 cm in size with a letter of request or by personally calling over at the Office of the Assistant Registrar, Administration. The application form can also be downloaded from the University Website at - <http://www.ocu.lk>.

The duly perfected applications together with detailed Curriculum Vitae should be forwarded under Registered cover indicating the name of the post on the top left-hand corner of the envelope to reach the following address.

**Registrar (Actg)**  
**Ocean University of Sri Lanka**  
**No 15, Crow Island, Colombo 15**

**Application deadline - 14.09.2015**

**Incomplete or late applications will not be entertained**

### For Further Information

Telephone - 011 434 6978

Mail - Ocean University of Sri Lanka, No. 15 Crow Island, Colombo 15

Vice Chancellor  
Ocean University of Sri Lanka  
No. 15, Crow Island  
Colombo 15