



## **Buddhist and Pali University of Sri Lanka**

### **Vacancies – 2025**

Applications are hereby invited from suitably qualified **internal candidates** as per the University Grant Commission Circulars, for the following posts up to 30<sup>th</sup> September 2025. The persons appointed will be expected to make a significant contribution to the management of the Buddhist and Pali University of Sri Lanka.

#### **1. POST OF DEPUTY REGISTRAR**

**According to UGC Circular No. 15/2022**

##### **QUALIFICATIONS**

- a) A holder of the post of Senior Assistant Secretary/Senior Assistant Registrar in the university system at least for a period of three (03) years and confirmed in that post and possesses a Bachelor's Degree with First or Second Class and a Postgraduate Degree at Masters' level or higher in Administration or Management\* from a recognized University/HEI with not less than ten (10) years of administrative experience in the posts of Assistant Secretary/ Assistant Registrar and / or Senior Assistant Secretary/ Senior Assistant Registrar in the university system after obtaining the Bachelor's Degree.

**OR**

- b) A holder of the post of Senior Assistant Secretary /Senior Assistant Registrar in the university system at least for a period of five (5) years and confirmed in that post and possesses a Bachelor's Degree and a Postgraduate Degree at Master's level or higher in Administration or Management\* from a recognized University/HEI with not less than twelve (12) years of administrative experience in the posts of Assistant Secretary/ Assistant Registrar and / or Senior Assistant Secretary/ Senior Assistant Registrar in the university system after obtaining the Bachelor's Degree.

**OR**

- c) A holder of the post of Senior Assistant Secretary/Senior Assistant Registrar in the university system at least for a period of five (05) years and confirmed in that post and possesses a Bachelor's Degree and a Postgraduate Diploma of not less than one year duration in Administration or Management\* from a recognized University/HEI with not less than fourteen (14) years of administrative experience in the posts of Assistant Secretary/ Assistant Registrar and / or Senior Assistant Secretary/ Senior Assistant Registrar in the university system after obtaining the Bachelor's Degree.

OR

- d) A holder of the post of Senior Assistant Secretary/Senior Assistant Registrar in the university system at least for a period of eight (08) years and confirmed in that post and possesses a Bachelor's Degree from a recognized University/HEI with not less than fifteen (15) years of administrative experience in the posts of Assistant Secretary/ Assistant Registrar and / or Senior Assistant Secretary/ Senior Assistant Registrar in the university system of which at least five (05) years should be after obtaining the Bachelor's Degree.

OR

- e) A holder of the post of Senior Assistant Secretary/Senior Assistant Registrar in the university system at least for a period of ten (10) years of which minimum three (03) years of service should be in the U-EX 2(I) grade and confirmed in that post with a total of fifteen (15) years of administrative experience in the posts of Assistant Secretary/ Assistant Registrar and / or Senior Assistant Secretary/ Senior Assistant Registrar in the university system.

\* Postgraduate qualifications of the relevant field of study shall be one of the following;

- Public/ Business Administration
- Management
- Public Policies
- Human Resource Management
- Economics
- Law
- Financial Management
- Project Planning and Management
- Information Technology or
- Any other discipline of which at least 50% total credit load of subject components should be from management/administration

### **According to UGC Circular No. 11/2017**

#### **QUALIFICATIONS**

- a) A holder of the post of Senior Assistant Secretary/Senior Assistant Registrar in the university system at least for a period of three (03) years and confirmed in that post and possesses a Bachelor's Degree with First or Second Class and a Postgraduate Degree at Masters' level or higher in Administration or Management\* from a recognized University/HEI with not less than ten (10) years of administrative experience after obtaining the Bachelor's Degree.

OR

- b) A holder of the post of Senior Assistant Secretary /Senior Assistant Registrar in the university system at least for a period of five (5) years and confirmed in that post and possesses a Bachelor's Degree and a Postgraduate Degree at Master's level or higher in Administration or Management\* from a recognized University/HEI with not less than twelve (12) years of administrative experience after obtaining the Bachelor's Degree.

OR

- c) A holder of the post of Senior Assistant Secretary/Senior Assistant Registrar in the university system at least for a period of five (05) years and confirmed in that post and possesses a Bachelor's Degree and a Postgraduate Diploma of not less than one year duration in Administration or Management\* from a recognized University/HEI with not less than fourteen (14) years of administrative experience after obtaining the Bachelor's Degree.

OR

- d) A holder of the post of Senior Assistant Secretary/Senior Assistant Registrar in the university system at least for a period of eight (08) years and confirmed in that post and possesses a Bachelor's Degree from a recognized University/HEI with not less than fifteen (15) years of administrative experience. Such candidate should also have completed at least five (05) years of administrative experience after obtaining the Bachelor's Degree.

OR

- e) A holder of the post of Senior Assistant Secretary/Senior Assistant Registrar in the university system at least for a period of ten (10) years of which minimum three (03) years of service should be in the UEX 2(I) grade and confirmed in that post with a total of fifteen (15) years of administrative experience.

\*

- Public/ Business Administration
- Management
- public Policies
- Human Resource Management
- Economics
- Law
- Financial Management
- Project Planning and Management
- Information Technology or
- Any other discipline with a significant component of Management/ Administration

**Note :**

"Administrative Experience" means, experience gained in a post in Sri Lanka Administrative Service or in a comparable post in a state/Public Corporation or in a reputed private Sector Organization in Human Resource Management or General Administration or Overall Management after obtaining the Bachelor's degree from a recognized University/HEI. Experience gained in specialized fields such as Finance/Engineering or other Technical fields are not considered for this purpose.

## **2. POST OF DEPUTY BURSAR**

**According to UGC Circular No. 15/2022**

### **QUALIFICATIONS**

- (a) A person holding a Membership of the Institute of Chartered Accountants of Sri Lanka or its equivalent.

**AND**

Should possess at least three (03) years of experience in the post of Senior Assistant Accountant/ Senior Assistant Bursar/ Senior Assistant Internal Auditor in the university system and confirmed in that post.

**OR**

- (b) A holder of the post of Senior Assistant Accountant /Senior Assistant Bursar/ Senior Assistant Internal Auditor in the university system and confirmed in that post who possesses a Bachelor's Degree from a recognized University/HEI and Higher National Diploma in Accountancy (HNDA) from Sri Lanka Institute of Advanced Technological Education (SLIATE) or a Certificate of Intermediate Level of the Institute of Chartered Accountants of Sri Lanka (ICASL) or its equivalent with a least three (03) years of service after being placed on the U-EX 2 (I) salary scale.

**OR**

- (c) A holder of a post of Senior Assistant Accountant / Senior Assistant Bursar/ Senior Assistant Internal Auditor in the university system and confirmed in that post who possesses a Bachelor's Degree from a recognized University/HEI or the Higher National Diploma in Accountancy (HNDA) from Sri Lanka Institute of Advanced Technological Education (SLIATE) or its predecessor with not less than fifteen (15) years of experience in Accounting and/ or Auditing in the posts of Assistant Accountant/ Assistant Bursar/ Assistant Internal Auditor and/ or Senior Assistant Accountant /Senior Assistant Bursar/ Senior Assistant Internal Auditor in the university system of which eight (08) years of such experience should be in the post of Senior Assistant Bursar/ Senior Assistant Accountant/ Senior Assistant Internal Auditor in the university system and also have completed at least five (05) years of service after obtaining the Bachelor's Degree.

**OR**

- (d) A holder of the post of Senior Assistant Accountant /Senior Assistant Bursar/ Senior Assistant Internal Auditor in the university system and confirmed in that post with fifteen (15) years of experience in accounting and/ or auditing in the posts of Assistant Accountant / Assistant Bursar/ Assistant Internal Auditor and/ or Senior Assistant Accountant /Senior Assistant Bursar/ Senior Assistant Internal Auditor in the university system of which ten (10) years of service should be in the post of Senior Assistant Accountant /Senior Assistant Bursar/ Senior Assistant Internal Auditor in the university system with at least three (03) years of service in the U-EX 2 (I) grade.

## **According to UGC Circular No. 11/2017**

### **QUALIFICATIONS**

1. A person holding a Membership of the Institute of Chartered Accountants of Sri Lanka or its equivalent.

AND

Should possess at least three (03) years of experience in the post of Senior Assistant Accountant/ Senior Assistant Bursar/ Senior Assistant Internal Auditor in the university system and confirmed in that post.

OR

2. A holder of the post of Senior Assistant Accountant /Senior Assistant Bursar/ Senior Assistant Internal Auditor in the university system and confirmed in that post who possesses a Bachelor's Degree from a recognized University/HEI and Higher National Diploma in Accountancy (HNDA) from Sri Lanka Institute of Advanced Technological Education (SLIATE) or a Certificate of Intermediate Level of the Institute of Chartered Accountants of Sri Lanka (ICASL) or its equivalent with a least three (03) years of service after being placed on the U-EX 2 (I) salary scale.

OR

3. A holder of a post of Senior Assistant Accountant / Senior Assistant Bursar/ Senior Assistant Internal Auditor in the university system and confirmed in that post who possesses a Bachelor's Degree from a recognized University/HEI or the Higher National Diploma in Accountancy (HNDA) from Sri Lanka Institute of Advanced Technological Education (SLIATE) or its predecessor with not less than fifteen (15) years of experience in Accounting and/ or Auditing in an executive capacity of which eight (08) years of such experience should be in the post of Senior Assistant Bursar/Senior Assistant Accountant/ Senior Assistant Internal Auditor in the university system and also have completed at least five (05) years of service after Bachelor's Degree.

OR

4. A holder of the post of Senior Assistant Accountant /Senior Assistant Bursar/ Senior Assistant Internal Auditor in the university system and confirmed in that post with fifteen (15) years of experience in Accounting and/ or Auditing in an executive capacity of which ten (10) years of service should be in the post of Senior Assistant Bursar/Senior Assistant Accountant/Senior Assistant Internal Auditor in the university system with at least three (03) years of service in the U-EX 2 (I) grade.

### **Note :**

Accounting and/or Auditing experience' means the experience gained in an executive capacity in Accounting and/or Auditing in a State or Reputed Private Sector Organization.

## **SALARY SCALE**

As per the Commission Circular No. 02/2025 dated 01.04.2025 this posts carries the consolidated salary scale of U-EX 2 (a) (01.01.2025), Rs. 150,530- 16x3,900 – 212,930 p.m.

As per the Commission Circular No. 17/2016(V) this post carries the consolidated salary scale of U-EX 2(a), 86640-16x2170-121360 p.m.

However, appointees will be placed at the appropriate point of the salary scale applicable as at the date of appointment. In addition, the government approved allowances applicable to the University System will be paid.

## **SELECTION CRITERIA:**

- Applicants who have scored 40% marks or above at the structured interview are eligible to be considered for selection.

## **GENERAL CONDITIONS**

- Applications for the above posts could be obtained from the Administration Branch, Buddhist and Pali University of Sri Lanka or could be downloaded from the Buddhist and Pali University of Sri Lanka Website ([www.bpu.ac.lk](http://www.bpu.ac.lk)).
- Duly completed applications should be forwarded with certified copies of all relevant certificates to be considered (Educational, Professional, Training, IT related, Service Certificates & Extra-Curricular Activities, etc.) to reach the Vice Chancellor, Buddhist and Pali University of Sri Lanka, No.37, Moragahahena Road, Pitipana Town, Homagama on or before 30<sup>th</sup> September 2025. Applications sent in the specified forms will only be accepted.

Note: Details of relevant certificates should be mentioned in the appropriate sections of the application and certified copies of them should be attached with the application. Any other certificates submitted at the interview or later will not be accepted.

- The name of the post in respect of which the application is sent should be stated on the top left hand corner of the envelope.
- Candidates should channel their applications through the Head of their respective Department.
- Applications received after the closing date/ not in conformity with the above requirements/ incomplete applications will be rejected.

**Vice Chancellor**

**Buddhist and Pali University of Sri Lanka,**

**No.37, Moragahahena Road,**

**Pitipana Town, Homagama.**

**16.09.2025**