



Buddhist and Pali University of Sri Lanka

Non-academic Vacancies - 2025

Buddhist and Pali University of Sri Lanka will entertain applications from qualified candidates for the following non-academic posts until **02nd January 2026**.

01. Audit Assistant (Grade II)

Qualifications :

1. Should have passed the G.C.E. (O/L) Examination in six (06) subjects at one sitting with credit passes in:-
 - (i) Sinhala Language/ Tamil Language
 - (ii) English Language/ English Literature
 - (iii) Mathematics

AND

2. Should have passed in all subjects at G.C.E. (A/L) Examination (except the Common General Paper) at one sitting. (Passing in 3 subjects under the old syllabus at one sitting would be sufficient for this purpose)

AND

3. Post specific qualifications:

- (a) Preliminary Level/Licentiate I/ Foundation Level/CAB I/Executive Level of Institute of Chartered Accountants in Sri Lanka or equivalent.

or

- (b) Foundation Level of Chartered Institute of Management Accountants. (CIMA)

or

- (c) Higher National Diploma in Accountancy (HNDA) of Sri Lanka Institute of Advanced Technological Education (SLIATE)

or

- (d) Membership of Association of Accounting Technicians (AAT) of Sri Lanka.

AND

4. Minimum of two (02) years experience in Auditing in State cooperation or recognized Private Organization.

Preference will be given to those who possess an acceptable qualification in computer applications of not less than six (06) months duration obtained from a recognized institute.

Age: Should be not less than 18 years and not more than 45 years of age at the closing date of applications.

Selection Criteria: Selection by Interview.

Salary Scale & Salary: U-MN 2 (II) – Rs. 61,275-18x890-77,295 (p.m.). In addition, the Government approved allowances applicable to the University System will be paid.

For more details please refer UGC Circular No - 17/2022

2. Management Assistant (Store-Keeping) (Grade III)

Qualifications:

(I) Should have passed the G.C.E. (O/L) Examination in six (06) subjects at one sitting with credit passes in :-

- i. Sinhala Language/ Tamil Language
- ii. English Language/ English Literature
- iii. Mathematics

AND

(II) Should have passed in all subjects at G.C.E. (A/L) Examination (except the Common General Paper) at one sitting.

(III) Preference will be given to those who possess the following;

- a. An acceptable qualification in computer applications of not less than six (06) months duration obtained from a recognized institute.

AND

- b. Two years of experience in the use of computer application packages.

Post Specific Qualifications :

In addition to the qualifications mentioned above, the candidates should have possessed post specific qualifications mentioned below.

One year experience in Store-Keeping and/or a pass in the subject of Commerce at the G.C.E. (Ordinary Level) Examination or in the subject of Accountancy at the G.C.E. (Advanced Level) Examination.

Salary Scale & Salary : UMN 1 (III) Rs. 49,475.00 - 17x540 - 58,655.00 (p.m.) In addition, the Government approved allowances applicable to the University System will be paid.

Selection Criteria : By Written Examination and Interview.

Note - Eligibility

- I. Should be a citizen of Sri Lanka.
- II. Should be not less than 18 years and not more than 30 years of age on the closing date of applications.
- III. Should be of good character.
- IV. A security deposit to be furnished as determined by the UGC/Higher Educational Institution.

For more details please refer UGC Circular No - 12/2018

03. Laboratory Attendant (Grade III) (Computer Unit)

Qualifications:

1. Should have passed the G.C.E. (O/L) Examination in six (06) subjects with at least two (02) credit passes in not more than two sittings and having obtained a proficiency certificate not below than the National Vocational Qualifications (NVQ) Level 2 or 3, issued by a Technical/ Vocational training institute accepted by the Tertiary and Vocational Education Commission, relevant to the function of each post.

OR

2. Should have passed the G.C.E. (O/L) Examination in six (06) subjects with at least two (02) credit passes in not more than two sittings and one (01) year working experience in a relevant field with industrial skills.

Age: Should be not less than 18 years and not more than 45 years of age on the closing date of applications.

Salary Code & Salary: U-PL 2(III) – Rs. 44,575 – 16×490 – 52,415 (p.m.) In addition, the Government approved allowances applicable to the University System will be paid.

Selection Criteria: By a Trade test and Structured Interview

Note:- Every Applicant,

- 1) Should be a citizen of Sri Lanka.
- 2) Should be physically and mentally fit to discharge the duties of the post well.
- 3) Should be of excellent moral character.

For more details please refer UGC Circular No - 14/2024

Statutory Benefits

- ❖ Appointee will become a contributor to the "Buddhist and Pali University Provident Fund" contributing 10% of the monthly salary. The University will contribute 15% and 3% of the monthly salary to the Buddhist and Pali University Provident Fund and Employees' Trust Fund respectively.
- ❖ Gratuity Payment

Other Benefits

- ❖ Other allowances will be paid for each posts as per the UGC Circulars
- ❖ Will have to contribute to the Medical Scheme of the University.

How to Apply:

Details of qualifications and applications could be downloaded from the University website www.bpu.ac.lk

Duly completed applications with the certified copies of the relevant certificates and experiences should be forwarded under **registered post** indicating the post on the top left hand corner of the envelope to reach the "**Senior Assistant Registrar (Administration), Buddhist and Pali University of Sri Lanka, No 37, Moragahahena Road, Pitipana Town, Homagama**" on or before **02nd January 2026**. The receipt of the registered post should be affixed to the envelope.

Applications from employees in the Government Departments / Corporations / Statutory Boards / UGC and Higher Educational Institutions should be channeled through the Heads of the respective institutions.

Only shortlisted applicants will be called for an interview. Applications which do not conform to the above mentioned requirements, incomplete, illegible or late applications will be rejected without intimation.

**Registrar,
Buddhist and Pali University of Sri Lanka,
No.37, Moragahahena Road,
Pitipana Town,
Homagama.
14.12.2025**