



BUDDHIST AND PALI UNIVERSITY OF SRI LANKA

Vacancies

Applications are invited from suitably qualified internal candidates who serve at Buddhist & Pali University of Sri Lanka which is under the Ministry of Education as per the 436th of 25.04.2023 council decision. The persons appointed will be expected to make a significant contribution to the management of the Buddhist & Pali University of Sri Lanka.

1. POST OF SENIOR ASSISTANT REGISTRAR

• QUALIFICATIONS

Category A

A holder of the post of Assistant Registrar of the Buddhist & Pali University of Sri Lanka, who was qualified to that post under category A (External) of the Scheme of Recruitment concerned, and confirmed in that post, possessing following qualifications;

- i. A Bachelor's Degree with First or Second Class from a recognized University/HEI.

OR

- ii. A Bachelor's Degree with a Postgraduate Degree/Postgraduate Diploma in Administration/ Management* from a recognized University/HEI. (**Fields of study other than Administration/Management, as defined in Commission Circular No. 05/2014 of 19.05.2014*)

AND

Five (05) years of service in that post.

** Public/Business Administration, Management, Public Policies, Human Resource Management, Economics, Law, Financial Management, Project Planning and Management, Information Technology of any other discipline with a significant component of Management/Administration*

Category B

A holder of the post of Assistant Registrar of the Buddhist & Pali University of Sri Lanka, who was qualified to that post under category B (Internal) of the Scheme of Recruitment concerned, and confirmed in that post, possessing a Bachelor's Degree from a recognized University/HEI.

AND

Five (05) years of service in that post.

Category C

A holder of the post of Assistant Registrar of the Commission or a Higher Educational Institution and confirmed in that post with eight (08) yeas of service in that post and successful completion of performance evaluation requirements as stipulated in Commission Circular No. 668.

2. POST OF SENIOR ASSISTANT INTERNAL AUDITOR

• QUALIFICATIONS

Category A

A holder of the post of Assistant Internal Auditor of the Buddhist & Pali University of Sri Lanka, who was qualified to that post under category A (External) of the Scheme of Recruitment concerned, and confirmed in that post, possessing following qualifications;

- i. Pass in the Final II examination of the Institute of Chartered Accountants of Sri Lanka (ICASL) or its equivalent.

OR

- ii. A Bachelor's Degree specialized in Accounting/Finance from a recognized University/HEI.

OR

- iii. A Bachelor's Degree from a recognized University/HEI with a pass in the Intermediate level Examination of the Institute of Chartered Accountants of Sri Lanka (ICASL) or its equivalent.

OR

- iv. The Higher National Diploma in Accountancy (HNDA) of Sri Lanka Institute of Advanced Technological Education (SLIATE) or its predecessor.

AND

Five (05) years of service in that post.

Category B

1. A holder of the post of Assistant Bursar/Assistant Internal Auditor of the Buddhist & Pali University of Sri Lanka, who was qualified to that post under category B1 (a) (Internal) of the Scheme of Recruitment concerned, and confirmed in that post, possessing following qualifications or qualifications under category A above;

- i. A Bachelor's Degree with Accounting/Finance as a subject from a recognized University/HEI.

AND

- ii. Completion of the Intermediate level of the Institute of Chartered Accountants of Sri Lanka (ICASL) or its equivalent.

OR

The Higher National Diploma in Accountancy (HNDA) of Sri Lanka Institute of Advanced Technological Education (SLIATE) or its predecessor.

AND

Five (05) years of service in that post.

2. A holder of the post of Assistant Bursar/Assistant Internal Auditor of the Buddhist & Pali University of Sri Lanka, who was qualified to that post under category B1 (b) (Internal) of the Scheme of Recruitment concerned, and confirmed in that post, possessing following qualifications or qualifications under category A above;

- i. Completion of the Intermediate level of the institute of Chartered Accountants of Sri Lanka (ICASL) or its equivalent.

OR

- ii. The Higher National Diploma in Accountancy (HNDA) of Sri Lanka Institute of Advanced Technological Education (SLIATE) or its predecessor.

AND

Five (05) years of service in that post.

Category C

A holder of the post of Assistant Bursar/Assistant Internal Auditor of the Buddhist & Pali University of Sri Lanka and confirmed in that post with eight (08) years of service in that post and successful completion of performance evaluation requirements as stipulated in Commission Circular No. 668 of 13 February 1996.

- **SALARY SCALE**

This post carries the consolidated salary scale of U-EX 2(II), Rs. 66180-8x1335;8x1630 – 89900 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 Registrar Office, Buddhist and Pali University of Sri Lanka or could be downloaded from the Buddhist and Pali University of Sri Lanka Website at 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 Acting Registrar, Registrar Office, Buddhist and Pali University of Sri Lanka, No.37, Moragahahena Road, Pitipana Town, Homagama on or before June 05th 2023. Applications sent in the specified forms will only be accepted.

Note: Details of relevant certificates should be mentioned be 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 institutions.
- Applications received after the closing date/ not in conformity with the above requirements/ incomplete applications will be rejected.



Registrar (Acting)

Buddhist & Pali University of Sri Lanka,

No.37, Moragahahena Road,

Pitipana Town, Homagama.

22.05.2023