



Handwritten signature and date: 30/12/23

## VACANCY

### BHIKSU UNIVERSITY OF SRI LANKA-ANURADHAPURA POST OF ASSISTANT REGISTRAR

In Accordance with the provisions of the Cabinet Decision dated 24.10.2023, the Bhiksu University of Sri Lanka will entertain applications from suitably qualified persons among the Development Officers in the Government Sector for the post of Assistant Registrar of the University up to 09.01.2024.

**Qualifications;** (a) Should possess a Bachelor's Degree with First or Second Class from a recognized University/Higher Educational Institute.

OR

(b) Should possess a Bachelor's Degree with a Postgraduate Degree/ Postgraduate Diploma in Administration/ Management \*\*from a recognized University/Higher Educational Institute.

(\*\* Public/ Business Administration, Management, Public Polices, Human Resource Management, Economics, Law, Financial Management, Project Planning and Management, Information Technology or Any other discipline with a significant component of Management/Administration)

**Salary Scale - U-EX 1 (II) ;**

Rs. 50,625 – 3x 1125 – 54000(EB)55335;12x1335-71355 p.m.

**Age ;** Should not be less than twenty two (22) years and not more than thirty (30) years.

#### **Benefits ;**

- In addition to the above salary, UGC approved allowances will be paid.
- Salary will be paid according to the University Grants Commission Circular No 17/2016 (v) dated 01.06.2018.
- Those who join the University will become members of the University Provident Fund (UPF) and the ten percent (10%) of the salary will be credited by the employees and 15% will be credited by the University. Three percent (3%) of the salary will be credited to the Employees Trust Fund (ETF) by the University

#### **Notes ;**

1 Application forms and relevant information could be obtained from the Assistant Registrar (Establishments) by hand or by post sending a self-addressed, stamped, 23x10cm in size envelope to Assistant Registrar (Establishments) on or before.30.12.2023 or could be downloaded from the University website [www.busl.ac.lk](http://www.busl.ac.lk)

- 2 Duly completed application forms should be forwarded with the certified copies of certificates and relevant documents stated in the above circulars under the registered post indicating the post applied for on the top left hand corner of the envelope to reach the " Assistant Registrar (Establishments), Bhiksu University of Sri Lanka, Puttalam Road, Anuradhapura" on or before 09<sup>th</sup> January 2024.
- 3 Candidates in the service of the Universities, Government Departments, State Corporations and Statutory Bodies should channel their applications through the Heads of the respective Institutions.
- 4 Applications received after the closing date/ incomplete applications/ not in conformity with the above requirements will be rejected
- 5 The University reserves the right to shortlist only the qualified candidates and call for the written examination & interview.

VD Kithsiri

Registrar

Bhiksu University of Sri Lanka

10.12.2023

Prepared by - Amari

Checked by - [Signature]

Certified by [Signature]

Recommended by - [Signature] 07/23

Approved by - [Signature]