



VACANCIES

BHIKKHU UNIVERSITY OF SRI LANKA - ANURADHAPURA

The Bhikkhu University of Sri Lanka will entertain applications from suitably qualified persons for the following Post up to **17th September, 2025**.

MANAGEMENT ASSISTANT (STORE - KEEPING) GR. III

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

Preference will be given to those who possess the following;

- (a) An acceptable qualification in computer application of not less than six (6) months duration obtained from a recognized institute
- &
- (b) Two years of experience in the use of computer application packages.

Post Specific Qualifications

In addition to the qualifications mentioned above, the candidates under the Limited and Open categories 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.
- Note: A Security Deposit to be furnished as determined by the university.

Eligibility

- (a) Should be a citizen of Sri Lanka.
- (b) Should be not less than 18 years and not more than 30 years of age on the closing date of applications.
- (c) Should be of good character

Selection by – Written Examination and Interview. For more details, please refer U.G.C. Circular No. 12/2018

Salary Scale - UMN 1 (III) - Rs. 49,475-17x540-58,655 p.m. (U.G.C. Circular 02/2025)

Benefits

- In addition to the salaries, U.G.C. approved allowances will be paid.
- 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 employee 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.

Applications

- i. Prescribed 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 31.08.2025 or could be downloaded from the University website : **www.busl.ac.lk**

How to Apply

- i. Duly completed application forms should be forwarded with the certified copies of certificates and relevant documents under registered post indicating the post applied for on the top left hand corner of the envelope to receive the "**Assistant Registrar (Establishments), Bhikkhu University of Sri Lanka, Puttalam Road, Anuradhapura**" on or before **17th September, 2025**.
- ii. 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.
- iii. Applications received after the closing date / not in a prescribed format of Bhikkhu University of Sri Lanka / incomplete applications/ not in conformity with the above requirements will be rejected.
- iv. The University reserves the right to shortlist only the qualified candidates and call for the written examination & interview.

Registrar (Attend to the Duties).
Bhikkhu University of Sri Lanka

17.08.2025