



BUDDHIST AND PALI UNIVERSITY OF SRI LANKA

Vacancies

Detail Information Sheet

Buddhist and Pali University of Sri Lanka will entertain applications from qualified candidates for the following posts up to 17th 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 ASSISTANT REGISTRAR

• QUALIFICATIONS

Category A (External)

- 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 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

- **AGE:** Should not be less than twenty two (22) years and not more than thirty (30) years.

Category B (Internal)

- a) An employee who possesses a Bachelor's Degree from a recognized University/HEI and is confirmed in the present post of the commission/ Higher Educational Institution/Institute.

OR

- b) A holder of a post categorized under UMN-1(II) /U-MT 1(II) or above of the Commission/a Higher Educational Institution /Institute and confirmed in that post.

- **AGE:** Should not be more than fifty three (53) years.

- **SELECTION CRITERIA**

Recruitments will be made through a written examination and a structured interview.

- (i) All applicants under each category are required to pass a written examination covering the relevant subject areas applicable to the respective category as follows;

Category A (External)

Paper	Marks
1) IQ and Reasoning *	100
2) Management Competencies *	100
3) English Language (Common to both categories)	100

Category B (Internal)

Paper	Marks
1) Legislation pertaining to university system *	100
2) General Administration & Financial Procedures *	100
3) English Language (Common to both categories)	100

*Papers will be in Sinhala and English Languages.

- (ii) Pass mark for each paper of the written examination is 40%.

(iii) Both external and internal applicants who have been successful at the written examination shall be required to submit sufficient documentary evidence for the qualifications mentioned in the application, prior to the Structured Interview, as informed by the Buddhist and Pali University of Sri Lanka. All such qualifications should be acquired at the closing date of the advertisement. If any candidate fails to submit documentary evidence to proof the particulars mentioned in the application before the given date, he/she shall not be summoned for the structured interview.

(iv) Both external and internal applicants who have scored 40% marks or above for each of the papers in the written examination & fulfilled the requirements at (iii) above shall be summoned for a structured interview.

(v) Applicants who have scored 40% marks or above out of 100 at the structured interview are eligible to be considered for appointment.

(vi) Selection shall be done in the order of merit based on the aggregate marks of the written examination (75%) and the structured interview (25%).

(vii) Appointments shall be made in the order of merit depending on the availability of vacancies based on the quota allocated.

2. POST OF ASSISTANT BURSAR

• QUALIFICATIONS

Category A (External)

1. Pass in the Final II examination of the Institute of Chartered Accountants of Sri Lanka or its equivalent;

OR

2. (a)

- (i) Should possess a Bachelor's Degree specialized in Accounting from a recognized University/HEI;

OR

- (ii) Should possess a Bachelor's Degree from a recognized University/Higher Educational Institution and a pass in the Intermediate Level Examination of the Institute of Chartered Accountants of Sri Lanka or its equivalent;

OR

- (iii) Should possess a Higher National Diploma in Accountancy (HNDA) of Sri Lanka Institute of Advanced Technological Education (SLIATE) or its predecessor;

AND

- b) Two (02) years of experience in Accounting/ Auditing in a Government/ State Corporation or reputed Private Sector organization.

- **AGE:** Should not be less than twenty two (22) years and not more than thirty (30) years.

Category B (Internal)

- 1.

- a) An employee who possesses a Bachelor's Degree with Accounting as a subject from a recognized University/HEI and is confirmed in the present post of the Commission/ Higher Educational Institution/Institute.

OR

- b) A holder of a post categorized under U-MN-I(II) / U-MT 1 (II) or above of the Commission/a Higher Educational Institution/Institute and confirmed in that post.

AND

2. At least two (02) years of working experience in the Finance/Auditing Departments/Division of the Commission/a Higher Educational Institution/Institute.

- **AGE:** Should not be more than fifty three (53) years.

- **SELECTION CRITERIA**

Recruitments will be made through a written examination and a structured interview.

- (i) All applicants under each category are required to pass a written examination covering the relevant subject areas applicable to the respective category as follows;

Category A (External)

Paper	Marks
1) IQ and Reasoning *	100
2) Accounting & Finance *	100
3) English Language (Common to both categories)	100

Category B (Internal)

Paper	Marks
1) Legislation pertaining to university system *	100
2) Accounting & Financial Administration Procedures *	100
3) English Language (Common to both categories)	100

*Papers will be in Sinhala and English Languages.

- (ii) Pass mark for each paper of the written examination is 40%.
- (iii) Both external and internal applicants who have been successful at the written examination shall be required to submit sufficient documentary evidence for the qualifications mentioned in the application, prior to the Structured Interview, as informed by the Buddhist and Pali University of Sri Lanka. All such qualifications should be acquired at the closing date of the advertisement. If any candidate fails to submit documentary evidence to proof the particulars mentioned in the application before the given date, he/she shall not be summoned for the structured interview.
- (iv) Both external and internal applicants who have scored 40% marks or above for each of the papers in the written examination & fulfilled the requirements at (iii) above shall be summoned for a structured interview.
- (v) Applicants who have scored 40% marks or above out of 100 at the structured interview are eligible to be considered for appointment.
- (vi) Selection shall be done in the order of merit based on the aggregate marks of the written examination (75%) and the structured interview (25%).
- (vii) Appointments shall be made in the order of merit depending on the availability of vacancies based on the quota allocated.

Applicable only for the Post of Assistant Registrar and Assistant Bursar:

• **RESTRICTIONS OF ELIGIBILITY:**

- a) No candidate shall be permitted to sit the written examination conducted in terms of the recruitment procedure, either under external category or internal category more than two (02) attempts.
- b) If any internal candidate is eligible under the both categories of internal and external, he/she shall be permitted four (04) attempts to sit the written examination on the basis of two (02) attempts under internal category and two (02) attempts under external category.
- c) Any person who is ordained in any religious order shall not be allowed to sit the written examination for recruitment.

• **SALARY SCALE**

As per the Commission Circular No. 02/2025 dated 01.04.2025 this post carries the consolidated salary scale of U-EX 1(II) (01.01.2025), 85,305-3x2,020-91,365 (EB) 93,765;12x2,400-122,565 p.m. However, appointees will be placed at the appropriate point of the salary scale applicable as at the date of appointment.

An Application Processing Fee of Rs. 1200/= should be paid only for the post of Assistant Registrar and Assistant Bursar. This payment should be made by depositing cash to the Buddhist and Pali University Current Account Number 711201 at Bank of Ceylon Homagama branch. Cash deposit slip should be attached with the application. This is a non-refundable payment. It is advisable to keep a photocopy of the receipt with the candidate. **Applications submitted without this receipt will not be entertained.**

3. POST OF ASSISTANT REGISTRAR (LEGAL & DOCUMENTATION)

• **QUALIFICATIONS**

1. An Attorney-at-Law with a Degree in Law/ Legal Studies with not less than two (02) years of experience gained in Court work, legal work and drafting legal documentation in a State/ Corporation or reputed private sector organization or official bar after obtaining the above qualification.

OR

2. An Attorney-at-Law with not less than three (03) years of experience gained in Court work, Legal work and drafting legal documentation in a State/ Corporation or reputed private sector organization or official bar after obtaining the above qualification.

• **SELECTION CRITERIA**

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

- **SALARY SCALE**

As per the Commission Circular No. 02/2025 dated 01.04.2025 this post carries the consolidated salary scale of U-EX I(II) (01.01.2025), 85,305-3x2,020-91,365 (EB) 93,765;12x2,400-122,565 p.m. However, appointees will be placed at the appropriate point of the salary scale applicable as at the date of appointment.

- **AGE** – Age not more than 45 years.

Candidates are instructed to refer following University Grant Commission Circulars for more details:

- Post of Assistant Registrar / Assistant Bursar - UGC Cir. No. 15/2017
- Post of Assistant Registrar (Legal & Documentation) - UGC Commission Cir. No. 948

GENERAL CONDITIONS

- Appointee will become a contributor to the "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 will be in accordance with the provisions of the Payment of Gratuity Act. No. 12 of 1983.
- Other allowances will be paid for each posts as per the UGC circulars.
- Will have to contribute to the University's Medical Scheme.
- The other conditions of appointment will be in accordance with provisions of the Buddhist and Pali University Act. No. 74 of 1981 as amended by the Act No. 37 of 1995 and Ordinance, By-laws, Regulations, and Rules, etc., made thereunder.

HOW TO APPLY

- Applications could be obtained from the office of the Senior Assistant Registrar (Registrar-Acting) of this University until **04th September 2025** by personally calling over or by sending a self-addressed envelope of 23x10 cm in size, stamped to the value of Rs. 120/= by indicating the post on the top left hand corner of the envelope to reach the Senior Assistant Registrar (Registrar-Acting) of the University or could be downloaded from the University website [**www.bpu.ac.lk**](http://www.bpu.ac.lk)

- Duly completed applications with the copies of the relevant certificates and experiences (Educational, Professional, Training, IT related, Service Certificates & Extra-Curricular Activities, etc.) should be forwarded under registered post indicating the post on the top left hand corner of the envelope to reach the Senior Assistant Registrar (Registrar-Acting), Buddhist and Pali University of Sri Lanka, No.37, Moragahahena Road, Pitipana Town, Homagama on or before 17th September 2025. 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.

Vice Chancellor
Buddhist and Pali University of Sri Lanka,
No.37, Moragahena Road,
Pitipana Town, Homagama.
17.08.2025