



BUDDHIST AND PALI UNIVERSITY OF SRI LANKA

Vacancy

POST OF REGISTRAR

Buddhist and Pali University of Sri Lanka, will entertain applications for the post of Registrar from among persons who hold the following qualifications.

The Registrar is a full time Officer of the University, Ex-officio Secretary of the Council and the Senate and the Assistant Accounting Officer of the University. He shall be the custodian of the property of the University and, subject to the direction and the control of the Vice-Chancellor, be responsible for the general administration of the University.

Preference will be given to applicants possessing experience in modern management practices, proven leadership skills, creative and innovative approaches to problem solving, competency in English and excellent interpersonal and communication skills. Academics with management/administrative experience may also apply.

01. Qualifications

- (a) Should possess a Degree with First or Second Class and a Postgraduate Degree at the level of Ph.D. in Administration or Management from a recognized University/HEI with not less than ten (10) years of administrative experience after obtaining the first Degree.

OR

- (b) Should possess a Degree with First or Second Class and a Postgraduate Degree of not less than two (02) years duration at Masters' level in Administration or Management from a recognized University /HEI with not less than twelve (12) years of administrative experience after obtaining the first Degree.

OR

(c) A holder of the post of Deputy Secretary/Deputy Registrar of the Commission/a Higher Educational Institution/Institute who has completed three (03) years of satisfactory service in that post with a Degree and a Masters' Degree in Administration or Management of not less than one (01) year's duration from a recognized University/HEI with not less than fourteen (14) years of administrative experience after obtaining the first Degree. At least five (05) years of such experience should be at the level of Deputy Secretary/Deputy Registrar and/or Senior Assistant Secretary/Senior Assistant Registrar in the U-EX 2(II) grade of the Commission/a Higher Educational Institution/Institute.

OR

(d) A holder of the post of Deputy Secretary/Deputy Registrar of the Commission/a Higher Educational Institution/Institute who has completed three (03) years of satisfactory service in that post with a Degree and a Postgraduate Diploma of not less than one year's duration in Administration or Management from a recognized University/HEI with not less than fifteen (15) years of administrative experience after obtaining the first Degree. At least five (05) years of such experience should be at the level of Deputy Secretary/Deputy Registrar and/or Senior Assistant Secretary/Senior Assistant Registrar in the U-EX 2(II) grade of the Commission/a Higher Educational Institution/Institute.

OR

(e) An Attorney-at-Law with a Degree from a recognized University/HEI who has completed three (03) years of satisfactory service in the post of Deputy Secretary/Deputy Registrar of the Commission/a Higher Educational Institution/Institute with fifteen (15) years of administrative experience after obtaining the first Degree. At least five (05) years of such experience should be at the level of a Deputy Secretary/Deputy Registrar and/or Senior Assistant Secretary/Senior Assistant Registrar in the U-EX 2(II) grade of the Commission/a Higher Educational Institution/Institute.

OR

(f) A holder of the post of Deputy Secretary/Deputy Registrar who is a graduate from a recognized University/HEI with eighteen (18) years of administrative experience of the Commission/a Higher Educational Institution/Institute out of which at least three (03) years should be in the post of Deputy Secretary/Deputy Registrar and confirmed in that post.

Note : “Administrative Experience” means, experience gained in a post in Sri Lanka Administrative Service or in a comparable post in a State or in a Private Sector Organization in Human Resource Management or General Administration or Overall Management after obtaining the first Degree from a recognized University/HEI. Experience gained in specialized fields such as Finance/Engineering or other Technical fields are not considered for this purpose.

02. Salary and Allowances

- Salary Code : U-EX 3(I)
- Salary Scale: Rs. 181,730 – 3 x 3,900; 11x 4,850 – 246,780 p.m.

Please note that the following allowances will also be paid in addition to the salary.

- I. Cost of Living Allowance – Rs. 17,800/-
- II. Monthly Compensatory Allowance (MCA) – (36%-Rs.330/-) of the Basic salary

03.Other Benefits:

- I. The holder of the above post will be eligible for sabbatical leave in terms of the existing regulations.
- II. The holder of the above post is entitled to an assigned vehicle with the approved fuel allowance.
- III. Gratuity payment will be in accordance with the provisions of the Payment of Gratuity Act. No. 12 of 1983.
- IV. Entertainment allowance, Communication allowance and Research allowance will be provided according to prevailing circulars.
- V. This appointment will be on probation for a period of three (03) years which may be extended at the discretion of the Council of the Buddhist and Pali University of Sri Lanka.
- VI. 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.

04. Method of Recruitment

- Selection by a structured interview.

05. General Notes:

1. The applicants should be Buddhist males.
2. As per the Buddhist and Pali University Act. No. 74 of 1981, as amended by the Act No. 37 of 1995 : "The holder of any post, other than that of teacher may continue in office until he completes his fifty-fifth year and shall thereafter be deemed to have voluntarily retired from service: Provided, however that the holder of any such post may upon written request made by him, be given by the council of the University, extension of service for a period of one year at a time until he complete the sixtieth year and shall thereafter be deemed to have retired."
3. Applicants should channel their application through the Head of the respective institution along with the certified statement of the present salary particulars. Applications that do not conform to this requirement will be rejected. Such applicants are strongly advised to submit an advance copy to the address given below.
4. The University reserves the right to shortlist the applications and summon candidates for the interview, based on the prevailing rules and regulations.
5. The selected candidate will become contributors to the Universities Provident Fund the contributions 10% employee to the Provident Fund and 15% employer to the Provident Fund.
6. Application forms should be downloaded from the University Website at **www.bpu.ac.lk** and duly completed application along with photocopies of certificates in proof of qualifications and experience should be sent by Registered Post to Senior Assistant Registrar, Administration Branch, Buddhist and Pali University of Sri Lanka, No. 37, Moragahahena Road, Pitipana Town, Homagama. on or before **16.06.2025**
7. Name of the post in respect of the application, should be stated on the top left-hand corner of the envelope.
8. Applications will not be entertained personally and the University will not bear any responsibility for such submissions. Incomplete, illegible, late applications, applications without documents of proof and applications which are not submitted through prescribed format will be rejected.

**Vice-Chancellor,
Buddhist and Pali University of Sri Lanka,
No.37, Moragahahena Road,
Pitipana Town, Homagama.
30.05.2025**