



Buddhist and Pali University of Sri Lanka

Vacancies

Applications are hereby invited from suitably qualified candidates for the following posts up to 27th July 2017.

01. 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 qualifications.

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 qualifications.

METHOD OF RECRUITMENT:

By Structured Interview

AGE LIMIT:

Age not More than 45 years. This age limit will not apply to those who are in the service of Government Ministries, Department, Corporations and Statutory Boards. However, Age not more than 50 years for the above post.

SALARY SCALE:

UEX 1(II) - 2016 as at 01.01.2017

රු. 35,556 - 3x801- 37,959 (EB) 38,842; 12x883 - 49,438 p.m.

UEX 1(II) - 2016 as at 01.01.2020

රු. 49,860 - 3x1,125 - 53,235 (EB) 54,475; 12x1,240 - 69,355 p.m

02. Assistant Registrar

QUALIFICATIONS:

- (a) (a) Should possess a Degree With First or Second Class From a recognized University/Higher Educational Institute.

OR

- (b) Should Possess a Degree with a Postgraduate Degree/ Postgraduate Diploma in the following fields 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

SELECTION CRITERIA:

- (I) Selections Will be made in order of merit which will be decided on the basis of aggregate marks of a written examination (75% marks will be allocated) and a structured interview (25% marks will be allocated)
- (II) The eligible applicants are required to pass a written examination covering the following areas
- | | | |
|-----------|---|-------------------------|
| Paper I | - | IQ and Reasoning |
| Paper II | - | Management Competencies |
| Paper III | - | English Language |
- (III) The candidates who have obtained 40% marks or above from each of the above papers will be summoned for a structured interview of which the pass mark is also 40%.

AGE:

Age not More than 45 years. This age limit will not apply to those who are in the service of Government Ministries, Department, Corporations and statutory Boards. However, Age not more than 50 years for the above post.

SALARY SCALE:

UEX 1(II) - 2016 as at 01.01.2017

₹. 35,556 - 3x801- 37,959 (EB) 38,842; 12x883 - 49,438 p.m.

UEX 1(II) - 2016 as at 01.01.2020

₹. 49,860 - 3x1,125 - 53,235 (EB) 54,475; 12x1,240 - 69,355 p.m.

In addition the Government approved allowances will be payable

Notes for the post of Assistant Registrar as mentioned in No. 02:

An Application Processing Fee of Rs. 1000/= should be paid only for the post of Assistant Registrar as mentioned in No.02. This payment should be made to the credit of the Buddhist and Pali University of Sri Lanka. Account Number 711201 at Homagama branch of the Bank of Ceylon, by filing in the paying in voucher for payment of cash to the Buddhist and Pali University of Sri Lanka. Every application should be accompanied by the counterfoil of the paying-in-voucher authenticated by the seal of the above-mentioned bank and the signature of an Authorized Officer on such counterfoil. It should be paid before the closing date of applications and 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.**

✦ **PROVIDENT FUND**

Ten percentum (10%) of the salary will be credited by the employee and fifteen percentum (15%) of salary by the employer will be credited to the university provident fund.

✦ **EMPLOYEES TRUST FUND BENEFIT**

Three percentum (03%) of the salary by the employer

✦ **GRATUITY**

Gratuity Payments will be in accordance with the provision of the Payment of Gratuity Act No. 12 of 1983

✦ **MEDICAL SERVICES**

How to Apply:

Application forms and relevant particulars for the above posts could be obtained from the office of the Assistant Registrar (Administration) of this University up to 21st July 2017 by personally calling over, by post sending a self-addressed (Rs.40.00) stamped envelope of 23x10 cm in size by indicating the post on the top left hand corner of the envelope to reach the Assistant Registrar (Administration) for the Non-Academic Posts of this University or could be downloaded from the University website www.bpu.ac.lk

Duly completed applications with copies of the relevant certificates should be forwarded under the registered post indicating the post on the top left hand corner of the envelope to reach the Assistant Registrar (Administration) Buddhist and Pali University of Sri Lanka, No 37, Moragahahena Road, Pitipana Town, Homagama on or before 27th July 2017.

Candidates in the service of the University Grants Commission and Higher Educational Institutions/Institutes, Government Departments, State Corporations and Statutory Bodies should channel their applications through the Heads of the respective Institutions.

The University reserve the right to short list the candidates.

Applications received after the closing date/incomplete applications/not in conformity with the above requirements will be rejected.

**Registrar
Buddhist & Pali University of Sri Lanka
No.37, Moragahena Road
Pitipana Town
Homagama
25.06.2017**