



POSTGRADUATE INSTITUTE OF PALI AND BUDDHIST STUDIES

University of Kelaniya

Post of Management Assistant (Shroff) Grade III

NUMBER OF VACANCIES - 01

The Postgraduate Institute of Pali and Buddhist Studies, University of Kelaniya will entertain applications from suitably qualified persons for the post of Management Assistant (Shroff) Grade III up to 15.10.2020.

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

And
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 applications of not less than six (06) months duration obtained from a recognized institute.

And
 - (b) Two years of experience in the use of computer application packages.
- Out of the three passes expected at the G.C.E. (Advance Level) Examination under the general educational qualifications mentioned in the Schemes of Recruitment, one shall be for Accountancy.

Note:

- (a) A Security Deposit to be furnished as determined by the University Grants Commission / Higher Educational Institution.
- (b) Should be a citizen of Sri Lanka
- (c) Should be of good character

Age: Should be not less than 18 years and not more than 30 years of age at the closing date of applications.

Salary Scale :

U-MN1(III)-Rs.30,725 - 17x300-35825p.m.

Method of Recruitment : Selection by Written Examination and an Interview.

Other benefits applicable to the above post.

Universities Pension Scheme

Contribution by the employer an amount equivalent to 8% of the salary to the Universities Pension Scheme.

Universities Provident Fund

Contribution by the employer an amount equivalent to 7% of the salary to the Universities Provident Fund.

Contribution by the employee an amount equivalent to 10% of the salary to the Universities Provident Fund.

Employees Trust Fund

Contribution by the employer an amount equivalent to 3% of the salary to the Employees Trust Fund

Cost of Living Allowance

Rs.7800/- per month (as per present regulations)

Other Allowances approved by the Government.

Applications can be obtained by sending a self-addressed, 9"x4" stamped envelope to "Senior Assistant Registrar, Postgraduate Institute of Pali and Buddhist Studies, 113, Dutugemunu Street, Kohuwala" or can be downloaded from the website :

<http://pgipbs.kln.ac.lk/>

Duly filled applications should be sent to "Senior Assistant Registrar, Postgraduate Institute of Pali and Buddhist Studies, 113, Dutugemunu Street, Kohuwala" by registered post on or before 15th October 2020. The post applied for should be marked on the top left hand corner of the envelope. Applications without photocopies of relevant certificates will be rejected.

Applicants from Government Departments, Corporations or other Statutory Boards should channel their applications through the Heads of such Institutions. The applications not channelled as such will be rejected.

Senior Assistant Registrar
Postgraduate Institute of Pali and Buddhist Studies
113, Dutugemunu Street, Kohuwala.
27.09.2020