



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.

Salary Scale : Rs. 104,000 - 3x2,170; 11x2700 - 140,210 p.m. [U-EX 3(I)]

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

- I. Cost of Living Allowance - Rs. 7,800/-
- II. Additional Allowance - 20 % of the Basic Salary
- III. Monthly Compensatory Allowance (MCA) - 45 % of the Basic Salary

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 Master's 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 Master's 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.

Other Benefits:

- I. The holder of the post of Registrar after confirmation in the appointment, will be eligible for Sabbatical Leave of one year's duration with pay or two years' duration without pay on completion of the seven years of service. Those proceeding abroad on Sabbatical Leave shall be entitled to receive full air passage for himself as well as for the spouse.
- II. Further training where appropriate will be supported by the University.
- III. An official vehicle, Entertainment allowance of 10 % of the basic salary and Communication allowance will be paid as per current regulations.
- IV. Research allowance will be provided according to prevailing circulars.

General Notes:

1. The applicants should be Buddhist males.
2. Age not more than 45 years. The age limit will not apply to those in the service of Government Ministries, Departments, Corporations and Statutory Boards. Such persons are requested to send their applications through their Heads of Departments.

OR

Employees of Government/ Corporations should forward their applications through the Heads of respective Departments/ Corporations along with a certified statement of the present salary particulars. The applications which are not received through the proper channel on or before the closing date will not be considered

3. The University reserves the right to shortlist the applications and summon candidates for the interview, based on the prevailing rules and regulations.
4. The selected candidates will become contributors to the Universities Provident Fund: the contributions - 10 % employee to the Provident Fund and 15 % employer to the Provident Fund.
5. 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 Assistant Registrar, Administration Branch, Buddhist and Pali University of Sri Lanka, No. 37, Moragahahena Road, Pitipana Town, Homagama on or before **26.06.2023**.
6. Name of the post in respect of the application, should be stated on the top left-hand corner of the envelope.
7. Applications will not be entertained personally and the University will not bear 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 & Pali University of Sri Lanka,
No. 37, Moragahahena Road,
Pitipana Town, Homagama.**

30.05.2023