



VACANCY

BHIKKHU UNIVERSITY OF SRI LANKA-ANURADHAPURA POST OF REGISTRAR

The Bhikkhu University of Sri Lanka will entertain applications from suitably qualified persons for the post of **Registrar** of the University up to 10.09.2025, accordance with UGC commission Circular No 948, 05/2024

Qualifications; As per the UGC Circular 948

- (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.

Notes:

" 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.

01. 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. 01.01.2025

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
- III. In addition to the above salary, UGC approved allowances will be paid.

02. Method of Recruitment

- Selection by a structured interview as per the marking scheme defined by the Commission Circular 05/2024 issued on 27th February 2024.

04. 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. The university own housing facilities will be provided as per the sub paragraphs 7.3(a) and 7.4 of chapter VII of the UGC Establishment Code.
- IV. Gratuity payment will be in accordance with the provisions of the Payment of Gratuity Act. No. 12 of 1983.

- V. Entertainment allowance, Communication allowance and Research allowance will be provided according to prevailing circulars.
- VI. Salary will be paid according to the University Grants Commission Circular No 02/2025 dated 01.04.2025.
- VII. The other conditions of appointment will be in accordance with provisions of the Buddhasravaka Bhikkhu University Act No. 26 of 1996 and its amended Act No. 15 of 2012 and Ordinance, By-laws, Regulations, and Rules, etc., made thereunder.
- VIII. Those who join the University will become members of the University Provident Fund (UPF) and the ten percent (10%) of the salary will be credited by the employees and 15% will be credited by the University. Three percent (3%) of the salary will be credited to the Employees Trust Fund (ETF) by the University.

05. Notes :

- I. Appointment on secondment basis is considered for the post of Registrar
- II. The Registrar shall be a lay Buddhist. (According to provision to the Buddhasravaka Bhikkhu University Act No. 26 of 1996)
- III. Registrar will be appointed initially for a period of five years which may be renewed by the University.
- IV. Application forms and relevant information could be obtained from the Assistant Registrar (Establishments) by hand or by post sending a self-addressed, stamped, 23x10cm in size envelope to Assistant Registrar (Establishments) on or before 26.08.2025 or could be downloaded from the University website www.busl.ac.lk
- V. Duly completed application forms should be forwarded with the certified copies of certificates and relevant documents stated in the above circulars under the registered post indicating the post applied for on the top left hand corner of the envelope to reach the " **Assistant Registrar (Establishments), Bhikkhu University of Sri Lanka, Puttalam Road, Anuradhapura**" on or before **10.09.2025**
- VI. Candidates in the service of the Universities, Government Departments, State Corporations and Statutory Bodies should channel their applications through the Heads of the respective Institutions.
- VII. Applications received after the closing date/ incomplete applications/ not in conformity with the above requirements will be rejected
- VIII. University reserves the right to shortlist the candidates and call for the interview such short listed candidates only.

Vice Chancellor
Bhikkhu University of Sri Lanka
10.08.2025.