



VACANCY

BHIKSU UNIVERSITY OF SRI LANKA

ANURADHAPURA

POST OF REGISTRAR

The Bhiksu University of Sri Lanka will entertain applications from suitably qualified persons for the post of **Registrar** of the University up to 30.05.2023.

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(11) 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(11) 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.

SALARY SCALE - U-EX 3 (1)

Rs 104,000 - 3x 2170;11x2700-140,210 p.m.

Benefits

- In addition to the above salary, UGC approved allowances will be paid.
- Salary will be paid according to the University Grants Commission Circular No 17/2016 (v) dated 01.06.2018
- An assigned vehicle and quarters will be provided. `.
- 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

Notes :

1. Appointment on secondment basis is considered for the post of Registrar
2. Applicants should be lay Buddhist male. (According to provision to the Buddhasravaka Bhiksu University Act No. 26 of 1996 and its amended Act No. 15 of 2012.)
3. Registrar will be appointed initially for a period of five years which may be renewed by the University.
4. 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 20.05.2023 or could be downloaded from the University website **www.busl.ac.lk**
5. 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), Bhiksu University of Sri Lanka, Puttalam Road, Anuradhapura" on or before 30th May 2023.
6. 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.
7. Applications received after the closing date/ incomplete applications/ not in conformity with the above requirements will be rejected
8. University reserves the right to shortlist the candidates and call for the interview such short listed candidates only.

Vice Chancellor

Bhiksu University of Sri Lanka

30.04.2023