



BUDDHIST AND PALI UNIVERSITY OF SRI LANKA

Non Academic Vacancies - 2026

Detail Information Sheet

Buddhist and Pali University of Sri Lanka will entertain applications from qualified candidates for the following posts up to **10th August 2026**. Staff members of the Buddhist and Pali University of Sri Lanka are eligible as internal candidates only.

01. SUB WARDEN (Full Time) (GRADE II)

- **Qualifications :**

1. A graduate of a recognized University. Preference will be given to those with experience in administration and management of Hostels.

- **Age** : Should be not more than 45 years of age at the closing date of applications.

- **Selection Criteria** : Selection by Interview.

- **Salary Scale** : UMN 3(II), - Rs. 71,365-18×1190 – 92,785 (p.m.)
In addition, the Government approved allowances applicable to the University System will be paid.

- **Service Condition** : Full-time Sub-Wardens shall reside in the halls of residence to which they are appointed.

For more details please refer UGC Circular No – 08/2015

02. AUDIT ASSISTANT (GRADE II)

- **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. (Passing in 3 subjects under the old syllabus at one sitting would be sufficient for this purpose)

AND

3. **Post specific qualifications:**

(a) Preliminary Level/Licentiate I/ Foundation Level/CAB I/Executive Level of Institute of Chartered Accountants in Sri Lanka or equivalent.

or

(b) Foundation Level of Chartered Institute of Management Accountants. (CIMA)

or

(c) Higher National Diploma in Accountancy (HNDA) of Sri Lanka Institute of Advanced Technological Education (SLIATE)

or

(d) Membership of Association of Accounting Technicians (AAT) of Sri Lanka.

AND

4. Minimum of two (02) years experience in Auditing in State cooperation or recognized Private Organization.

Preference will be given to those who possess an acceptable qualification in computer applications of not less than six (06) months duration obtained from a recognized institute.

Note- In the case of Internal Candidates, experience in Accounting/ Auditing in the University System/ Public Sector/ Recognized Private Organization may be considered for the purpose of reckoning experience in Auditing mentioned in 4 above. (For Internal Candidates in Buddhist and Pali University of Sri Lanka)

- **Age:** Should be not less than 18 years and not more than 45 years of age at the closing date of applications. The upper age limit will not apply to the internal candidates.
- **Selection Criteria:** Selection by Interview.
- **Salary Scale & Salary:** U-MN 2 (II) – Rs. 61,275-18x890-77,295 (p.m.). In addition, the Government approved allowances applicable to the University System will be paid.

For more details please refer UGC Circular No - 17/2022

3. MANAGEMENT ASSISTANT (GRADE III)

- **Qualifications:**

For External Candidates

(I) 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

(II) Should have passed in all subjects at G.C.E. (A/L) Examination (except the Common General Paper) at one sitting. (Passing in 3 subjects under the old syllabus at one sitting would be sufficient for this purpose)

(III) 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.

Note – Eligibility

- I. Should be a citizen of Sri Lanka.
- II. Should be not less than 18 years and not more than 30 years of age on the closing date of applications.
- III. Should be of good character.

For Internal Candidates in Buddhist and Pali University of Sri Lanka

1. Should have passed the G.C.E. (O/L) Examination in not less than six (06) subjects with at least two credits passes in not more than two sittings.

AND

2. Should hold a permanent post in a Primary Level carrying a salary scale denoted by the salary code of U-PL & be confirmed in a Primary Level (U-PL) post.

AND

3. Should have completed at least five (05) years of continuous satisfactory service in Primary Level (U-PL salary category) permanent appointment prior to the respective date.

- **Age** - Should be not less than 18 years and not more than 30 years of age on the closing date of applications.

- **Salary Scale** : UMN 1 (III) Rs. 49,475 - 17x540 - 58,655(p.m.) In addition, the Government approved allowances applicable to the University System will be paid.
- **Selection Criteria** : By Written Examination and Interview.

For more details please refer UGC Circular No - 06/2018

4. DRIVER (GRADE III)

- **Qualifications:**

For External Candidates

Having passed six (06) subjects in G.C.E. (O/L) examination, at least with two (02) credit passes in maximum of two sittings.

AND

Having obtained the license issued by the Commissioner General of Motor Traffic for driving heavy vehicles and a minimum of three (03) years experience in driving after obtaining the driving license.

For Internal Candidates in Buddhist and Pali University of Sri Lanka

Having obtained the license issued by the Commissioner General of Motor Traffic for driving heavy vehicles and a minimum of three (03) years experience in driving after obtaining the driving license.

AND

Completion of minimum five (05) years satisfactory service in a post in the category of Primary Semi Skilled (U-PL 2) or Primary Unskilled (U-PL 1) and confirmed in the present post.

- **Age:** Should be not less than 18 years and not more than 45 years of age on the closing date of applications. The upper age limit will not apply to the internal candidates.
- **Salary Scale:** UPL 3(III), - Rs. 48,005-16x490 – 55,845 (p.m.) In addition, the Government approved allowances applicable to the University System will be paid.
- **Selection Criteria:** By a Trade Test and Structured Interview

Note:- Every Applicant,

- 1) Should be a citizen of Sri Lanka.
- 2) Should be physically and mentally fit to discharge the duties of the post well.
- 3) Should be of excellent moral character.

For more details please refer UGC Circular No - 14/2024

5. ELECTRICIAN (GRADE III)

- **Qualifications:**

For External Candidates

Having obtained a Proficiency Certificate not below than the National Vocational Qualification (NVQ) Level 4 issued by a Technical/ Vocational training institute accepted by the Tertiary and Vocational Education Commission, relevant to the function of the post.

For Internal Candidates in Buddhist & Pali University of Sri Lanka

1. Employees in Primary Level Semi-Skilled (U-PL 2) or Un-skilled (U-PL 1) who have been confirmed in the present post and having obtained the qualifications required by the External candidates above.

OR

2. Employees in Primary Level Semi-Skilled (U-PL 2) or Un-skilled (U-PL 1) who have been confirmed in the present post and completed a minimum of five (05) years working experience in the relevant field with the skills not below than the National Vocational Qualification (NVQ) level 2, proven at a trade test.

- **Age:** Should be not less than 18 years and not more than 45 years of age on the closing date of applications. The upper age limit will not apply to the internal candidates.
- **Salary Scale:** UPL 3(III), - Rs. 48,005-16×490 – 55,845 (p.m.) In addition, the Government approved allowances applicable to the University System will be paid.
- **Selection Criteria:** By a Trade Test and Structured Interview

Note:- Every Applicant,

- 1) Should be a citizen of Sri Lanka.
- 2) Should be physically and mentally fit to discharge the duties of the post well.
- 3) Should be of excellent moral character.

For more details please refer UGC Circular No - 14/2024

6. WORKS AIDE (GRADE III)

- **Qualifications:**

Should have passed the G.C.E. (O/L) Examination in six (06) subjects with at least two (02) credit passes in not more than two sittings.

- **Age:** Should be not less than 18 years and not more than 45 years of age on the closing date of applications.
- **Salary Scale:** UPL 1(III), - Rs. 42,775-16×450 – 49,975 (p.m.). In addition, the Government approved allowances applicable to the University System will be paid.
- **Selection Criteria:** By a Trade Test and/or Structured Interview

Note:- Every Applicant,

- 1) Should be a citizen of Sri Lanka.
- 2) Should be physically and mentally fit to discharge the duties of the post well.
- 3) Should be of excellent moral character.

For more details please refer UGC Circular No - 14/2024

Statutory Benefits

- ❖ Appointee will become a contributor to the "Buddhist and Pali University Provident Fund" contributing 10% of the monthly salary. The University will contribute 15% and 3% of the monthly salary to the Buddhist and Pali University Provident Fund and Employees' Trust Fund respectively.
- ❖ Gratuity Payment

Other Benefits

- ❖ Other allowances will be paid for each posts as per the UGC Circulars.
- ❖ Will have to contribute to the Medical Scheme of the University.

How to Apply:

Details of qualifications and applications could be downloaded from the University website www.bpu.ac.lk.

An Application Processing Fee of Rs. 1000/= should be paid separately for each post applied for. This is a non-refundable payment. This payment should be made by depositing cash to the Buddhist and Pali University Current Account Number 711201 at Bank of Ceylon Homagama branch. Cash deposit slip should be attached with the application. It is advisable to keep a photocopy of the receipt with the candidate. **Applications submitted without this receipt will not be entertained.**

Duly completed applications with the certified copies of the relevant certificates and experiences should be forwarded under **registered post** indicating the post on the top left hand corner of the envelope to reach the "**Deputy Registrar (Administration), Buddhist and Pali University of Sri Lanka, No 37, Moragahahena Road, Pitipana Town, Homagama**" on or before **10th August 2026**. The receipt of the registered post should be affixed to the envelope.

Applications from employees in the Government Departments / Corporations / Statutory Boards / UGC and Higher Educational Institutions should be channeled through the Heads of the respective institutions.

Only shortlisted applicants will be called for an interview. Applications which do not conform to the above mentioned requirements, incomplete, illegible or late applications will be rejected without intimation.

**Registrar,
Buddhist and Pali University of Sri Lanka,
No.37, Moragahahena Road,
Pitipana Town,
Homagama.
08.07.2026**