BUDDHIST AND PALI UNIVERSITY OF SRI LANKA

Recruitment to the Post of Management Assistant - 2026 October

Buddhist and Pali University of Sri Lanka will entertain applications from qualified candidates for the Post of Management Assistant up to **10th November 2026.** Only staff members of the Buddhist and Pali University of Sri Lanka are eligible as internal candidates.

*** According to the advertisement published in the Dinamina and Thinakaran newspapers on 10.07.2026 and the Sunday Observer newspaper on 12.07.2026, applicants who posted their applications for this post on or before 10.08.2026 are not required to re-apply. (However, applicants who did not submit paid receipts and applicants who submitted incomplete applications may re-submit completed applications.)**

1. 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 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. The upper age limit will not apply to the internal candidates.

- **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.
  (The written examination is scheduled to be held on 21.11.2026 and 22.)

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

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 for this post. 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 November 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.
29.10.2026