



## UNIVERSITY OF COLOMBO

### POST OF LEGAL OFFICER (ON CONTRACT) (No. of Vacancies – 02)

This is a contract position. Initially the appointment shall be for a period of 12 months. The position may be renewed based on performance, and need, during the period of the operation.

The University of Colombo invites applications for the above position from the citizens of Sri Lanka up to the **29<sup>th</sup> of December 2025**.

#### QUALIFICATION:

- **An Attorney-at-Law** with a **Degree in Law/ Legal Studies** with not less than one (01) year of experience gained in Court work, legal work and drafting legal documentation in a State/ Corporation or reputed private sector organization or official bar after obtaining the above qualifications.

**OR**

- **An Attorney-at-Law** with not less than one (01) year of experience gained in Court work, legal work and drafting legal documentation in a State/ Corporation or reputed private sector organization or official bar after obtaining the above qualifications.

**AND**

- A good working knowledge of English and Sinhala Language and ICT knowledge.

#### **NOTE:**

*Priority will be given to those who have additional experience in the following areas.*

- Knowledge in handling agreements, MOUs (Memorandum of Understanding) , bonds and court work.
- Strong organizational and communication skills.

#### **AGE:**

- Below 45 years

#### **REMUNERATION:**

- Monthly Remuneration- Rs. 85,376.00  
[Rs. 75,000.00 (Fixed) + Cost of Living + EPF + ETF]

#### **NOTE:**

- Based on experience gained in legal work, court work and drafting legal documentation, salary may be negotiated.

The handout and instructions for completing the application process can be obtained by visiting the University website. (<https://cmb.ac.lk/vacancies>).

It is **compulsory** to send the hard copy of the **same** generated PDF document with the signature of the Candidate. Any alterations made to the original document and non-submission of the hardcopy of original PDF document cause disqualification from the selection process. If the prospective candidate is currently employed at a higher educational institution, government department, or government corporation, the recommendation of the head of the institution shall also be included in the application.

Additionally certified copies of relevant educational (including transcripts), professional, extra-curricular, and service certificates are also required to be enclosed to the said complete application and be forwarded the same under the registered post & e-mail ([recruit@ace.cmb.ac.lk](mailto:recruit@ace.cmb.ac.lk)) to the **Assistant Registrar/ Academic Establishments, University of Colombo, 94, Cumaratunga Munidasa Mawatha, Colombo 03** on or before the deadline.

The application ID and the post applied should be indicated on the top left-hand corner of the envelope.

**Applications received after the closing date will not be considered. Incomplete applications will be rejected.**

**Registrar,**  
University of Colombo  
94, Cumaratunga Munidasa Mawatha, Colombo 3

**05 December 2025**