



UNIVERSITY OF COLOMBO

**POST OF SENIOR ASSISTANT REGISTRAR
(LEGAL & DOCUMENTATION)**

EXTERNAL CATEGORY

The University of Colombo will entertain applications from suitably qualified persons for the above post upto **28th May 2019**.

QUALIFICATIONS :

- (i) **An Attorney-at-Law** with a **Bachelor's Degree in Law** from a Recognized University/ HEI with a minimum five (05) years of post qualifying experience in Court Work, legal work and drafting legal documentations in a state or reputed private sector organization.

OR

- (ii) **An Attorney-at-Law** with a with a minimum ten (10) years of post qualifying experience in Court Work, legal work and drafting legal documentations in a state or reputed private sector organization.

NOTE :

- (1) 'Experience' means the experience gained in handling court works/ legal work and drafting legal documents in the executive capacity in a State or Reputed Private Sector Organization.

03. SALARY AND OTHER CONDITIONS OF APPOINTMENT :

SALARY SCALE:

U-EX 2 (II): Senior Asst. Registrar (Legal & Documentation)

Rs. 59,497 p.m. (*as at 01.01.2019*) (*gross salary: Rs.126,794*)

Rs. 66,180 - 8 x 1,335 ; 8 x 1,630 – 89,900 p.m. (*as at 01.01.2020*)

In addition the Government approved allowances applicable to the University system will be paid.

The selected candidate will be a member of the Universities Provident Fund as well as of the University Pension Scheme. He/She will contribute 10% of his/her monthly salary to the Universities Provident Fund and at the same time the employer will make a total contribution of 15% of his/her salary of which 8% will be credited to the Universities Pension Fund and 7% to the Universities Provident Fund.

The other conditions of appointment will be in accordance with provisions of the Universities Act No. 16 of 1978, Universities (Amendment) Act No. 7 of 1985 and Universities (Amendment) Act No. 1 of 1995 and Ordinances, By-laws, Regulations and Rules, etc., made thereunder.

IMPORTANT

Applicants from Higher Educational Institutions, Government Departments and Government Corporations should apply through the Heads of such Institutions. Applications which do not conform to this requirement will be rejected. Such applicants are strongly advised to submit an advance copy to the address given below.

Duly completed applications should be forwarded with copies of **relevant educational (with transcripts), professional and service certificates** under registered cover to reach **the Senior Asst. Registrar/Academic Establishments, University of Colombo, 94, Cumaratunga Munidasa Mawatha, Colombo 03** on or before **28-05-2019**. The post should be indicated on the top left-hand corner of the envelope. **Please check the University website (www.cmb.ac.lk) for the amended handout.**

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

For Registrar.

University of Colombo
94, Cumaratunga Munidasa Mawatha,
Colombo 03.