



UNIVERSITY OF COLOMBO

INTERNAL CATEGORY

The University of Colombo, Sri Lanka will entertain applications for the post of Senior Assistant Registrar(Legal & Documentation) of the University of Colombo from suitably qualified permanent employees who have been confirmed in their present post of the University Grants Commission/ Higher Educational Institutions.

POST OF SENIOR ASSISTANT REGISTRAR (LEGAL & DOCUMENTATION)

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

QUALIFICATIONS :

- (i) A holder of the Post of Assistant Secretary/ Assistant Registrar (Legal & Documentation) of the Commission / Higher Educational Institutions / Institute with a minimum of five (05) years of experience and confirmed in that post with a **Bachelor's Degree in Law / Legal Studies** from a recognized University / HEI.)

OR

- (ii) A holder of the Post of Assistant Secretary/Assistant Registrar (Legal & Documentation) of the Commission / Higher Educational Institution / Institute and confirmed in that post with a minimum of six (06) years of experience.

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*)

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.

K.A.S. Edward

University of Colombo

Registrar

94, Cumaratunga Munidasa Mawatha,

Colombo 03.