



**UNIVERSITY OF COLOMBO**

**POST OF LEGAL OFFICER (LEGAL & DOCUMENTATION)  
(ON CONTRCT)**

The University of Colombo will entertain applications from suitably qualified persons for the above post up to **15<sup>th</sup> March 2019**.

**01. QUALIFICATIONS**

**(A) Legal Officer (Legal & Documentation)**

- (i) **An Attorney-at-Law** with a **Degree in Law** from a Recognized University/ HEI with a minimum three (03) years of post qualifying experience in Court Work, legal work and drafting legal documentations in a state/ Corporation or reputed private sector organization or official bar.

**AND**

- (ii) A good working knowledge of English and Sinhala Language.

**NOTE : `**

- (1) Preference will be given to persons with experience in Court work/ legal works (Experience gained in handling court works/ legal work and drafting legal documents in a State or Reputed Private Sector Organization.)

**02. METHOD OF RECRUITMENT:**

This is a full-time position on contract. (working hours 8.30 a.m. - 4.15 p.m.)  
Duration - weekdays

**03. SALARY AND OTHER CONDITIONS OF APPOINTMENT :**

**SALARY:**

A monthly payment of LKR 70,000 and applicable EPF and ETF will be paid.

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 **15-03-2019**. The post 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.**

**For Registrar.**

94, Cumaratunga Munidasa Mawatha,  
Colombo 03.

2 March, 2019