



UNIVERSITY OF COLOMBO

POST OF LEGAL OFFICER (ON CONTRACT)

LEGAL & DOCUMENTATION BRANCH

The University of Colombo will entertain applications from suitably qualified persons for the above post up to **23rd September 2022**.

01. QUALIFICATIONS

(i) **An Attorney-at-Law** with a **Degree in Law/ Legal Studies** with not less than two (02) years 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

(ii) **An Attorney-at-Law** with not less than three (03) years 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 qualification.

AND

(iii) A good working knowledge of English and Sinhala Language and ICT knowledge.

NOTE:

- 'Experience' means the knowledge gained in handling agreements, MOUs, bonds and court work. Strong organizational and communication skills will be an added qualification.

02. **AGE** : Below 35 years

03. SALARY AND OTHER CONDITIONS OF APPOINTMENT:

Salary: All-inclusive salary of Rs.50, 000 – Negotiable

- The appointment will be on contract basis initially for a period of one year and the period of contract will be renewable subject to the performance of the selected person and the requirement of the university.

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, extracurricular activities and service certificates under registered post to the **Senior Asst. Registrar/ Academic Establishments, University of Colombo, 94, Cumaratunga Munidasa Mawatha, Colombo 03** or by e-mail to (recruit@ace.cmb.ac.lk) on or before the deadline.

The Post applied for should be indicated on the left-hand corner of the envelope or in the subject line.

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.

09 September 2022