



SABARAGAMUWA UNIVERSITY OF SRI LANKA

VACANCIES

POST OF SENIOR ASSISTANT REGISTRAR (LEGAL & DOCUMENTATION) ON CONTRACT BASIS

The Sabaragamuwa University of Sri Lanka will entertain applications for the above mentioned post from suitably qualified persons as details provided below.

QUALIFICATIONS:

1. An Attorney-at-Law with a Bachelor's Degree in Law from a Recognized University / HEI with a minimum of 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
2. An Attorney-at-Law with a minimum of 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:

'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.

FIXED SALARY :

Rs. 113,690/- plus Cost of Living Allowance

DURATION:

06 months, subject to revision on the necessity of the University.

BENEFITS:

Appointees to the contract post are required to contribute 8% of their monthly salary to the Employees Provident Fund; the University in turn contributes a sum equivalent to 12 % to the Employees Provident Fund (EPF) and 3% to the Employees Trust Fund (ETF).

CONDITIONS OF SERVICE:

Selected candidates if presently serving in a government department will have to obtain his/her release through their respective appointing authority. Government employees will not be entitled to maintain their pension rights whilst in the university service.

HOW TO APPLY:

'Application forms' could be downloaded from the University web site: www.sab.ac.lk/vacancies.

Applicants from the public service/corporations/statutory boards, should forward their applications through their respective Heads of the Institutions. Duly completed applications on prescribed forms together with certified copies of degree, professional and service certificates, etc., should be sent under registered cover, indicating the post applied, on the top left hand corner of the envelope, to reach the **Deputy Registrar (Academic Establishments), Sabaragamuwa University of Sri Lanka, P.O. Box - 02, Belihuloya** on or before **17.07.2026**.

Special Notes:

Candidates who are in public service/corporations/statutory boards, are encouraged to submit the advanced copy (scanned copy) of the completed application to the academicest@adm.sab.ac.lk before the closing date, mentioning that original will be sent through the proper channel via registered post, before the closing date.

Every correspondence or inquiry, if needed with regard to the forwarding of applications, to be sent to the email academicest@adm.sab.ac.lk or 045 2280215.

Applications received after the closing date or incomplete e applications or applications that have not been prepared in the prescribed format will be rejected without intimation. The University reserves the right to shortlist the candidates, if necessary.

Acting Registrar

Sabaragamuwa University of Sri Lanka