



WALK-IN INTERVIEW
UNIVERSITY OF COLOMBO
SRI LANKA
TEMPORARY VACANCIES

Applications are invited from suitably qualified candidates to attend a Walk-in Interview for the post of Legal Assistant/Court Assistant temporarily at the Legal and Documentation Branch, University of Colombo. The Walk-in Interview will be conducted on 12th January 2026, 13th January 2026, and 19th January 2026.

Temporary Legal Assistant

Minimum Qualifications

1. A Degree obtained from a recognized University. Preference will be given to candidates with a degree in LLB or Management.
2. Good Administrative Skills.
3. Having worked on the research projects will be an added advantage.
4. Excellent Communication skills in the English Language. (both written and verbal)
5. Excellent skills in IT, including proficiency in MS Office, Internet, E-mail, and other online tools.
6. Should be a citizen of Sri Lanka and should be of good character.

Age	:	Between 18 – 30 years
Remuneration	:	Rs. 65,000/- + Rs. 17,800/- (COL) + EPF (12%) + ETF (3%)
Period of Contract	:	First Instants for five months and renewable depending on the performance and the needs of the University.

Temporary Court Assistant

Minimum Qualifications

1. Should have passed the G.C.E. (O/L) Examination in six (06) subjects at one sitting with credit passes in Sinhala/Tamil Language, English Language/ English Literature, and Mathematics.
&
2. Should have passed all the subjects in G.C.E. (A/L) Examination at one sitting (Except the Common General Paper) at one sitting. (Passing in three (03) subjects under the old syllabus at one sitting would be sufficient for this purpose.)
3. Preference will be given to those who possess the following.
 - a) An acceptable qualification in computer applications of not less than six (06) months duration obtained from a recognized institute.
&
 - b) Two years of experience in the use of computer application packages.
4. Should be a citizen of Sri Lanka and should be of good character.

Age	:	Between 18 – 30 years
Remuneration	:	Rs. 25,000/- + Rs. 17,800/- (COL) + EPF (12%) + ETF (3%)
Period of Contract	:	First Instants for five months and renewable depending on the performance and the needs of the University.

Job Responsibilities

- Prepare documents and coordinate with the Attorney General's Department and private counsel.
- Handling the database of a list of cases and maintaining case records of the Unit.
- Obtain proceedings and Journal Entries of the cases.
- Preparation of vouchers for the payments to counsels and courts.
- Send notices to the witnesses and assist in conducting Preliminary Investigations and Formal Disciplinary Inquiries.
- Take down evidence of the witnesses and type the same on Preliminary Investigations.
- Prepare motions in Sinhala & English and other documents to be filed in courts

GENERAL CONDITIONS

Candidates should appear for the interview with:

- Updated Curriculum Vitae
- Original and certified copies of educational, professional, and Service certificates
- National Identity Card

Interview Schedule:

- 12th January 2026 – 1.00 p.m. to 4.00 p.m.
- 13th January 2026 – 1.00 p.m. to 4.00 p.m.
- 19th January 2026 – 1.00 p.m. to 4.00 p.m.

Only shortlisted candidates will be interviewed. The institution reserves the right to make the final decision.

Candidates are required to attend the interview one (01) hour before the scheduled interview time at Board Room I, College House, University of Colombo, No. 94, Cumaratunga Munidasa Mawatha, Colombo 03.

Registrar
University of Colombo
Colombo 03.
30.12.2025