



NOTICE OF VACANCIES

LEGAL & DOCUMENTATION DIVISION- UNIVERSITY OF PERADENIYA

Applications are invited from dynamic, enthusiastic and self-motivated candidates for the following position at the Legal & Documentation Division of University of Peradeniya.

POST OF ASSISTANT REGISTRAR (LEGAL & DOCUMENTATION)

Salary Scale:

Rs. 95,351/- [(initial step of U EX-1-2025-Grade II + Cost of Living Allowance of Rs: 17,800/-)]

Age Limit:

An age limit will not apply

Qualifications:

(1) 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

(2) 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.

General Note:

- i. The University reserves the right to shortlist the applications and summon candidates for the interview, as per the prevailing rules and regulations.
- ii. The selected candidate will become a contributor to the Employees Provident Fund and the Employees Trust Fund, the contributions being 8% of the monthly earnings to the EPF monthly by the employee and in turn the employer will contribute a sum equal to 12% of the monthly earnings to the EPF and a further contribution of 3% to the Employees Trust Fund respectively.

- iii. Interested candidates have to submit their curriculum vitae along with photocopies of Birth Certificates, Education Certificates and any other relevant Certificates in proof of qualifications and experience to be sent via **Registered Post** to reach the **Acting Registrar, University of Peradeniya on or before 25th March 2026.**
- iv. **Duly signed** curriculum vitae, without documents of proof and late submissions will be rejected.
- v. Name of the post in respect of the application, should be stated on the top left-hand corner of the envelope.
- vi. Applications will not be entertained personally and the University will not bear any responsibility for such submissions. Incomplete, illegible, late applications without documents of proof will be rejected.

Condition of Contract

The successful candidate will be appointed on a six (06) month contract basis in the Legal & Documentation Division, extendable based on satisfactory performance and service requirements


ACTING REGISTRAR
17.03.2026