

## Post of Assistant Registrar (Legal & Documentation)

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### UNIVERSITY OF JAFFNA, SRI LANKA

#### VACANCY

The University of Jaffna, Sri Lanka will entertain applications from suitably qualified persons for the following post:

- ASSISTANT REGISTRAR (LEGAL & DOCUMENTATION) (UNIVERSITY OF JAFFNA)

#### Qualifications:-

- 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 qualification.
- OR
- 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.

#### Salary Scale :

- U-EX 1(II)  
Rs. 85,305-3X2,020-91,365(EB) 93,765;12X2,400-122,565/- p.m.

#### Selection :

- By Structured Interview

#### STATUTORY BENEFITS

- Allowances approved by the University Grants Commission
- Membership in Universities Provident Fund and Pension Scheme in the University System
- Gratuity payment
- Employment Trust Fund benefits
- Free Medical Services

Applications should be on **specified form** issued by the University. Application form and particulars for the above posts can be **downloaded only from [www.jfn.ac.lk](http://www.jfn.ac.lk)** Applicants should deposit Rs.1000.00 at any branch of the People's Bank in favour of **University of Jaffna Account No. 970 0000 9000 0387**.

Applications must accompany a bank deposit slip and copies of relevant documents. **All the Educational/Professional qualifications and experience obtained as at the closing date of the applications will only be considered when evaluating the candidates. Application without the copy of the supportive documents for Educational/Professional and Experience will be rejected.**

#### Download

- Application Form [ PDF File ] [ Word File ]

The envelope containing the duly filled application form must bear Title of the Post on its top left hand corner and either hand delivered or sent under registered post to reach the Office of **the Deputy Registrar/ Non-Academic Establishments** of this University **on or before 30.05.2026**.

Applicants from Government Departments, State Corporations and Statutory Bodies should apply through their Heads of respective Institutions. Advance copies of applications may be sent in the first instance. However, no such applicant will be considered for appointment if the application routed through the Head of Department is not received.

Incomplete and illegible applications and applications that are received after the closing date will be rejected without intimation.

REGISTRAR,  
University of Jaffna.