



UNIVERSITY OF COLOMBO

NOTICE

POST OF SENIOR ASSISTANT REGISTRAR

(LEGAL & DOCUMENTATION)

The University of Colombo will entertain applications internally (From the staff of the Commission/Higher Education Institutions/ Institutes) in line with the UGC Establishments Circular Letter No. 09/2023 dated on 21-11-2023, from suitably qualified persons for the post of Senior Assistant Registrar (Legal & Documentation) up to **02nd of November 2026**.

The handout and instructions for completing the application process can be obtained by visiting the University website. (<https://cmb.ac.lk/vacancies>).

All applications should be submitted by the applicants by filling out the Google Form via the link given below.

[Download details](#) | [Apply](#)

It is **compulsory** to send the hard copy of the **same** generated PDF document with the signature of the candidate along with the certified copies of relevant educational (including transcripts), professional, extra-curricular, and service certificates and be forwarded under the registered post & e-mail (recruit@ace.cmb.ac.lk) to the **Deputy Registrar/ Academic Establishments, University of Colombo, 94, Cumaratunga Munidasa Mawatha, Colombo 03** on or before the deadline.

Any alterations made to the original document and non-submission of the hard copy of the original PDF document will cause disqualification from the selection process.

All the applicants should forward their applications through the Head of the Commission/ University/ Campus/ Institute. **Applications which do not conform to this requirement will be rejected.**

The application ID and the post applied should be indicated on the top left-hand corner of the envelope.

Applications received after the closing date will not be considered. Incomplete applications will be rejected.

Registrar

University of Colombo

94, Cumaratunga Munidasa Mawatha, Colombo 3.

12 October 2026



UNIVERSITY OF COLOMBO
POST OF SENIOR ASSISTANT REGISTRAR
(LEGAL & DOCUMENTATION)

The University of Colombo, Sri Lanka will entertain applications internally for the Post of Senior Assistant Registrar (Legal & Documentation) of the University of Colombo from suitably qualified permanent employees who have been confirmed in their present posts of the University Grants Commission/ Higher Educational Institutions up to **02nd of November 2026**.

01. QUALIFICATIONS :

- (i) A holder of the post of Assistant Secretary /Assistant Registrar (Legal & Documentation) of the Commission/ Higher Educational Institution / Institute with a minimum of five (05) years of experience and confirmed in that post with a Bachelor's Degree in Law/Legal studies from a recognized University/HEI.

OR

- (ii) A holder of the post of Assistant Secretary/Assistant Registrar (Legal & Documentation) of the Commission/ Higher Educational Institution /Institute and confirmed in that post with a minimum of six (06) years of experience.

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.

02. METHOD OF RECRUITMENT:

By a Structured Interview

03. SALARY AND OTHER CONDITIONS OF APPOINTMENT:

Salary Code: U-EX 2 (II):

Rs. 113,690 – 8 x 2,400; 8 x 2,940 – 156,410 p.m. (*as at 01.01.2025*)

In addition the Government approved allowances applicable to the University system will be paid.

The selected candidate will be a member of the Universities Provident Fund as well as of the Universities Pension Scheme. He/She will contribute 10% of his/her monthly salary to the Universities Provident Fund and at the same time the employer will make a total contribution equivalent to 15% of the employees’ salary of which 8% will be credited to the Universities Pension Fund and 7% to the Universities Provident Fund. Three percent (3%) of the salary will be contributed by the University to the Employees’ Trust Fund in terms of the provisions of the Employees’ Trust Fund Act, No. 46 of 1980.

The other conditions of appointment will be in accordance with provisions of the Universities Act No. 16 of 1978, Universities (Amendment) Act No. 7 of 1985 and Universities (Amendment) Act No. 1 of 1995 and Ordinances, By-laws, Regulations and Rules, etc., made thereunder.

04. GENERAL CONDITIONS:

(i) **All applications should be submitted by filling out the Google Form under the relevant link.**

(ii) It is **compulsory** to send the hard copy of the **same** generated PDF document with the signature of the Candidate. Along with the certified copies of relevant educational (including transcripts), professional, extra-curricular, and service certificates and be forwarded under the registered post & e-mail (recruit@ace.cmb.ac.lk) to the **Deputy Registrar/ Academic Establishments, University of Colombo, 94, Cumaratunga Munidasa Mawatha, Colombo 03** on or before the deadline.

(iii) The application ID and the post applied for should be indicated on the left-hand corner of the envelope.

(iv) All the applicants should forward their applications through the Chairman/ Vice Chancellor/ Director of the Institution along with a certified statement of the present salary particulars. **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 above.**

(v) Applications received after the closing date will not be considered. Incomplete applications will be rejected.

Canvassing for appointments whether done directly or indirectly shall be regarded as an act of misconduct, rendering such person liable for disciplinary action and the candidate shall be disqualified for the relevant post.

Registrar

University of Colombo

94, Cumaratunga Munidasa Mawatha, Colombo 03

12 October 2026