



## UNIVERSITY OF COLOMBO

### POST OF LEGAL OFFICER (CONTRACT)

(No. of Vacancies – 02)

This is a contract position. Initially the appointment shall be for a period of 12 months. The position may be renewed based on performance, and need, during the period of the operation.

The University of Colombo invites applications for the above position from the citizens of Sri Lanka with following qualifications;

**TO APPLY :** <https://forms.gle/n1jqgNyoM55wE3XC7>

#### QUALIFICATION AND TRAINING:

- **An Attorney-at-Law** with a **Degree in Law/ Legal Studies** with not less than one (01) year 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**

- **An Attorney-at-Law** 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.

**AND**

- A good working knowledge of English and Sinhala Language and ICT knowledge.

#### NOTE:

- 'Experience' means the knowledge gained in handling agreements, MOUs, bonds and court work. Strong organizational and communication skills will be an added qualification.

#### AGE:

- Below 35 years

#### REMUNERATION:

- Monthly Remuneration- Rs. 75,012.00  
[Rs. 68,300.00 (Fixed) + Cost of Living + EPF + ETF]

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 filling out the Google Form under the relevant link.**

It is **compulsory** to send the hard copy of the **same** generated PDF document with the signature of the Candidate. Any alterations made to the original document and non-submission of the hardcopy of original PDF document cause disqualification from the selection process. If the prospective candidate is currently employed at a higher educational institution, government department, or government corporation, the recommendation of the head of the institution shall also be included in the application.

Additionally certified copies of relevant educational (including transcripts), professional, extra-curricular, and service certificates are also required to be enclosed to the said complete application and be forwarded the same under the registered post & e-mail ([recruit@ace.cmb.ac.lk](mailto:recruit@ace.cmb.ac.lk)) to the **Assistant Registrar/ Academic Establishments, University of Colombo, 94, Cumaratunga Munidasa Mawatha, Colombo 03** on or before **05-04-2024**.

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.**

**Acting Registrar,**  
University of Colombo  
94, Cumaratunga Munidasa Mawatha, Colombo 3

**18<sup>th</sup> March 2024**