



**UNIVERSITY OF COLOMBO
SRI LANKA**

VACANCY (ON CONTRACT)

Applications will be entertained from suitably qualified applicants for the following post at the Legal and Documentation Branch, University of Colombo.

Legal Assistant

Job Responsibilities

- Prepare documents and coordinate with the Attorney General's Department and private counsels.
- 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.
- Takedown evidence of the witnesses and typing the same on Preliminary Investigations.
- Prepare motions in Sinhala & English and other documents to be filed in courts.

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 work in the research projects will be 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 a good character.

Age	:	Between 18 – 30 years
Remuneration	:	Rs. 60,000/- + Rs. 7,800/- (COL) + EPF (12%) + ETF (3%) and government-approved allowance Rs. 5,000/- as per UGC Circular No. 02/2022
Period of Contract	:	Frist Instants in five months and renewable depending on the performance and the need of the University up to two years.

GENERAL CONDITIONS

This appointment is on a contract basis, initially for a period of five months. However, the University may consider extending the service of the selected candidate depending on satisfactory performance during the period of the contract.

Applications can be downloaded from the website www.cmb.ac.lk

Duly filled applications should be sent to “**Senior Assistant Registrar/Non-Academic Establishments, University of Colombo, 94, Cumaratunga Munidasa Mawatha, Colombo 03**” by registered post on or before **12.01.2024**. The Post applied for should be marked on the top left-hand corner of the envelope. Photocopies of the relevant certificates should be sent to verify the eligibility and applications which are not supported with such certificates will be rejected.

Acting Registrar
University of Colombo
Colombo 03.
07.12.2023