



## SOUTH EASTERN UNIVERSITY OF SRI LANKA

### VACANCY

The South Eastern University of Sri Lanka will entertain applications up to **07.08.2018** from suitably qualified persons for the following post:

#### **SENIOR ASSISTANT REGISTRAR (LEGAL & DOCUMENTATION)**

##### **QUALIFICATIONS:**

1. An Attorney-at-Law with a Bachelor's Degree in Law from a Recognized University/HEI with a minimum of five (05) Years of post-qualifying experience in Court work, legal work and drafting legal documentations in a state or reputed private sector organization.

**OR**

2. An Attorney-at-Law with a minimum of ten (10) years of post-qualifying experience in Court work, legal work and drafting legal documentations in a state or reputed private sector organization.

**Salary Scale** : [U-EX 2(II)]

Rs. 66,180 - 8x 1,335: 8 x 1,630 - 89,900p.m. as at 01.01.2020

As per the Commission Circular 17/2016(V), above salary scale will be implemented in five stages from 2016 to 2020. Full salary scale will be operative from 2020.

Accordingly initial salary step for 2018 is Rs. 52,814/- (Government approved other allowances will be paid in addition to this salary).

**Selection** : By Structured Interview, Applicants who have scored 40% marks or above at the structured interview are eligible to be considered for selection.

**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.

#### **BENEFITS**

- Selected candidates will contribute 10% of their monthly salary to the Universities' Provident Fund, while the employer will make a contribution of 15% of their salary of which 8% will be credited to the Universities' Pension Fund and 7% to the Universities' Provident Fund. In addition, they will become contributors to the Employees Trust Fund under which the University will contribute an amount equivalent to 3% of the salary.
- The Senior Administrative Officers will be eligible for sabbatical leave for one year with pay or two years no-pay on completion of 07 years of service. Further, those proceedings abroad on sabbatical leave will be entitled to receive full return air passage for self and spouse.

## **APPLICATIONS AND PARTICULARS**

Application form, required qualification and other details are available in the University website at [www.seu.ac.lk](http://www.seu.ac.lk). Interested persons can make their application in prescribed form of application downloaded from the University website on payment of Rs. 200/- per application. The fee should be paid in any branch of People's Bank in cash to the credit to the **South Eastern University of Sri Lanka A/C No. 228-1001-9000-1704 People's Bank, Addalaichenai** and attach the Pay in Voucher with the application.

Duly completed application forms together with copies of relevant certificates should be sent under registered post to reach the **Registrar, South Eastern University of Sri Lanka, University Park, Oluvil # 32360 on or before 07.08.2018**. The title of the post applied for should be indicated at the top left hand corner of the envelope.

Applicants who are employees of the Government Departments/ State Corporations / Statutory Bodies should forward their applications through the Head of their respective institutions, but may send an advance copy in the first instance. However, no such applicant will be considered for interview, if the application has not been routed through the respective Head of the Institutions.

Applications which do not confirm to the requirements, incomplete, illegible application, and applications received after the closing date will be rejected without intimation. South Eastern University of Sri Lanka reserves the right to short list the candidates. Only shortlisted applicants will be called for an interview.

**Registrar**  
**South Eastern University of Sri Lanka**  
**University Park, Oluvil # 32360**

**04.07.2018**