



UNIVERSITY OF SRI JAYEWARDENEPURA

VACANCY

Proctor's Office

The University of Sri Jayewardenepura will entertain applications for the under-mentioned post from the suitably qualified candidates to be engaged on a part time basis to support the legal work of the University and the Proctor's office.

This is a critical role focused on upholding disciplines and providing essential legal assistance and support to the University Community, Particularly to victims of harassment.

ATTORNEY - AT - LAW (PART TIME)

- Candidates must be qualified with an Attorney -at -Law in Sri Lanka and minimum 5 years experience in handling criminal cases.

Preference will be given to those who have demonstrated working Knowledge of domestic inquiry procedure and practice, Possess a good knowledge of the acts and relevant circulars in Higher Educational Institutes and Universities in Sri Lanka.

Candidate Should be willing to provide dedicated support to victims of ragging and harassment and Should Undertake responsibility, under the guidance of the Vice Chancellor and the Proctor.

The Duties and responsibilities:

- Providing legal support and advice for all disciplinary matters , domestic inquiries and court cases specially involving students.
- Offering immediate, compassionate support to victims of ragging, harassment, and violence, guiding them through internal and external legal processes.
- Advising the University administration on the correct interpretation and application of Acts, Statutes, and UGC Circulars.
- Assisting with the preparation of legal documents and reports for disciplinary committees and administration.

Monthly Allowance :

At the rate of Rs. 2000/- per hour subject to a maximum of 100 hours per month.

Period of Assignment:

One Year (renewable based on performance)

Selection Criteria :

Selection will be made by an interview.

APPLICATIONS & PARTICULARS

Duly filled application and the scanned copies of relevant educational (with transcripts) should be emailed to ac_estab@sjp.ac.lk on or before 27th November 2025.

Please indicate the position applied as "Attorney -at -Law (Part Time basis)" in the subject line of the e-mail. Applications received after the closing date will not be considered.

Registrar
University of Sri Jayewardenepura
Gangodawila
Nugegoda
06.11.2025



Handwritten signature and initials in blue ink, with the text "OB/M" written below the signature.