




SCHEME OF RECRUITMENT FOR THE POST OF SENIOR ASSISTANT SECRETARY ( LEGAL & DOCUMENTATION ) / SENIOR ASSISTANT REGISTRAR ( LEGAL & DOCUMENTATION )

POST AND SALARY CODE	METHOD OF RECRUITMENT	QUALIFICATION
<p>Senior Assistant Secretary (Legal &amp; Documentation) / Senior Assistant Registrar (Legal &amp; Documentation)</p>	<p>By promotion. Selection by structured interview.</p>	<p>INTERNAL CATEGORY An Assistant Secretary /(Legal &amp; Documentation) or Assistant Registrar (Legal &amp; Documentation) who has been confirmed in the post and who has obtained the requisite qualifications as for external candidates, may be considered for promotion.</p>
<p>A-03</p>	<p>If no suitable applicants are available internally, recruitment by open advertisement. Selection by structured interview.</p>	<p>EXTERNAL CATEGORY A Graduate in Law with a First Second Class Degree of a recognised University and with a minimum of 05 years post qualifying experience in Court work and in Documentation / Publication.</p>
	<p>Note:</p>	<p>OR A pass degree with 08 years post qualifying experience in Court work and in Documentation / Publication.</p>
  <p>Please note that promotion/ appointment should be made only if there is a vacancy in the post of Senior Assistant Secretary (L&amp;D) or Senior Assistant Registrar (L&amp;D) in the approved cadre of the UGC/ Higher Educational Institution concerned.</p>		<p>OR An Attorney-at-Law with 08 years post qualifying experience in Court work and in Documentation / Publication.</p>
		<p>AND A good working knowledge of English and Sinhala Language.  (Only for external category)</p>
		<p>(1)Preference will be given to persons with experience in contract work, legal work relating to Corporations and Companies, Industrial Law and Labour Law and in drafting legal</p>

documents.

(2) Suitable candidates may be placed at a point on the salary scale depending on their qualifications and experience.

