



**INCORPORATED COUNCIL OF LEGAL EDUCATION
SRI LANKA LAW COLLEGE**

VACANCIES

Sri Lanka Law College is the sole institution in Sri Lanka providing legal education to students in preparation to qualify as Attorneys-at-Law in Sri Lanka. The Law College is governed by the Incorporated Council of Legal Education. The Council invites applications from suitably qualified and experienced candidates for the following positions:

1. MANAGEMENT ASSISTANT: MN 1 (Non – Tech Segment 2)

We are looking for energetic and responsible individuals to provide administrative and operational support to ensure the smooth functioning of the Institution.

Qualifications and Skills:

- Passed the G.C.E. (A/L) examination in three subjects and obtained Credit (C) passes in Mathematics, English and the First Language/Mother Tongue at the G.C.E. (O/L) examination.
- Previous experience in similar capacity will be an added advantage.
- Good knowledge of office administration and document management.
- Excellent organizational, interpersonal and time-management skills.
- Good written and verbal communication skills in English and Sinhala; proficiency in Tamil will be an added advantage.
- Computer literacy with good knowledge of MS Office applications and email communication.
- Ability to maintain confidentiality and handle official documents and information responsibly.
- Age should not be less than **23 years**.

2. HR ASSISTANT

We are looking for a motivated and organized individual to support the Human Resources Operation and carrying out day-to-day HR and administrative functions effectively.

Qualifications and Skills:

- A Bachelor's Degree in **Human Resource Management, Management, Business Administration, Public Administration or a relevant field** from a UGC-approved/recognized University or Institute.
- A professional qualification in Human Resource Management will be an added advantage.
- A minimum of 2 years of previous experience after graduation in Human Resources, personnel administration or a similar capacity will be an added advantage.
- Knowledge of HR administration, employee records, attendance, leave administration, recruitment and related HR documentation.
- Good interpersonal and communication skills with the ability to deal professionally with staff members and other stakeholders.
- Excellent organizational and time-management skills with attention to detail.
- Good computer literacy, including MS Word, MS Excel, email and other office applications.
- Ability to maintain confidentiality when handling employee and institutional information.
- Fluency in written and spoken English and Sinhala; proficiency in Tamil will be an added advantage.
- Ability to work independently and as part of a team.
- Age should not be less than **24 years**.

NATURE OF APPOINTMENT

- Appointment will be made on a **contract basis**, which may be considered for permanency based on performance and the requirements of the Organization.

REMUNERATION

- An **attractive remuneration package** is on offer for the selected candidates, commensurate with qualifications and experience.

HOW TO APPLY

The prescribed Application Form can be downloaded from this link:

https://docs.google.com/document/d/1527909n9Wybd9GMLwJdUVa_NKFgmzYML/edit?usp=drive_link&oid=114276791997427404130&rtpof=true&sd=true

Applicants should forward the following via email to the Principal, Sri Lanka Law College through recruitments@slc.ac.lk on or before 26th October 2026.

1. Duly filled in Application Form in the prescribed format
2. CV along with the details of two non-related referees
3. Copies of Educational & Professional Qualifications, and Service Experience Letters

Applicants should clearly indicate the **position applied for in the subject line of the email**.

The Principal
Sri Lanka Law College
Colombo – 12
Tel: 011 – 2323759 / 011 – 2473119

Web: www.slc.ac.lk

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Instruction for Filling and Submitting the Application

1. Please download this application.
2. It is an MS-Word file.
3. You can fill in the application with your details.
4. send the filled application, your bio-data/CV and scanned copies of your certificates- all as one pdf file to recruitments@slc.ac.lk
5. Please do not try to edit this application on-line and submit or request permission to edit.
6. There is no online submission.

Sri Lanka Law College

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Sri Lanka Law College

Application for the Post of

1.0 Personal Information:

1.1. Name with Initials:

1.2. Name in full (English): -

1.3. Name in full (In Sinhala/Tamil): -

1.4 Permanent Address (English): -

1.5 Residential Address (English):-

1.6 Marital Status: -

1.7 National Identity Card: -

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1.8 Date of Birth: -Date

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 Month

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 Year

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1.9 Telephone Number

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1.10 District: -

1.11 Email Address: -

2.0 Educational Qualifications: -

2.1 G. C. E. (O/L) Examination: Year: -

Index No: -

S/N	Subject	Grade		Subject	Grade
1	Mathematics		6		
2	English		7		
3	First Language		8		
4			9		
5			10		

For office use only

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2.2 G. C. E. (A/L) Examination: Year: -

Index No: -

S/N	Subject	Grade
1		
2		
3		
4		

2.3 Higher Educational Qualifications

S/N	University/ Institute Name	Qualification Type (Degree/Master/ PhD)	Qualification Name	Graduation Year & Month	Duration (Years)

3.0 Other Qualifications (Professional, Vocational, and Other Qualifications)

S/N	Institute/Organization	Qualification	Category (Vocational, Professional, Other)	Date Award

4.0 Other Performance and Skills

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5.0 Working Experiences

S/N	Company/Institute/ Organization	Applicant Designation	From	To	Duties Performed

6.0 Extra Curricula Activities

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7.0 Non- Related Referees

Name/Telephone No	Position	Address

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8.0 Declaration of the Applicant

- (a) I respectfully declare that the particulars furnished by me in this application are true and correct to the best of my knowledge. I agree to bear the loss which may occur due to incomplete and /or incorrect completion of any part of this application. Further, I state that, all sections of this application completed are true and correct to the best of my knowledge.
- (b) I shall not subsequently change any information stated above.

Date

.....
Applicant's Signature

9 .0 This part is applicable only for candidates who engage in government employment.

Attestation of the head of the Department/ Institution:

I hereby certify that Mr./Mrs./Miss..... who is working in this ministry/department/institution, is working in the post of..... and his/her work and conduct is satisfactory, no disciplinary action pending against him/her and no decision has been taken to impose any such in the future. If he/she will be selected for this post, he/she can/cannot be released from the service.

.....
Signature of the Head of the Department or Authorized Officer

Name:

Designation: -

Ministry / Department: -.....

Date