

# Legal Officer – (JM 1-1) – 03 Vacancies

## Legal Officer – (JM 1-1)

### **Job Description:**

Attend to the all matters pertaining to the Court cases, LT cases, Arbitrate and Labor Department inquiries, Preparation of agreement, contracts deeds ( as a notary) and disciplinary matters etc.

### **Educational Qualifications – External Candidates**

A Bachelor's Degree in Law which is recognized by the UGC and Attorney at Law.

### **And**

Registered as a Notary

### **Salary Scale:**

JM 1-1 – 2016 Rs. [42,600 – 755×10 -1,135×18- 70,580/-] + Government approved allowances

### **Age:**

Should be not less than 22 years and not more than 45 years. However, the upper age limit would not apply to internal candidates.

## **Additional Benefits;**

Contributing EPF & ETF fund, Incentive payment on annual profits, Reimbursement of Medical Expenses for employees and dependents, Transport Allowances, Reward Money, Housing loan interest, etc.

The applicant should be committed to work any part of the country.

Interested candidates should submit their applications with 02 non related referees and their contact details together with certified copies of certificates to reach the Chairman & Chief Executive Officer, National Gem & Jewellery Authority, No.12, Macksons Tower, Alfred House Gardens, Colombo 03, on or before 17.01.2025 by registered post. The post applied for should be written on top left and hand corner of the envelope. The applicant already in National or Provincial Government service/ corporation and statutory Bodies should submit their applications through the Heads of the respective Departments or Corporations. Late applications will be rejected.

Only the eligible applicants will be called for an interview.

## **Chairman and Chief Executive Officer**

National Gem & Jewellery Authority

No.12,Macksons Tower, Alfred House Gardens, Colombo 03, Colombo

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