

PUBLIC SERVICE COMMISSION

Open Basis Recruitment to the Post of Legal Officer, Executive Category of Ministry of Prison Reforms, Rehabilitation, Resettlement and Hindu Religious Affairs

APPLICATIONS are invited from the Sri Lankan citizens with the under mentioned qualifications in order to recruit to the post of Legal officer, Executive category of Ministry of Prison Reforms, Rehabilitation, Resettlement and Hindu Religious Affairs.

Number of posts - 01

01. *Method of recruitment.*- Recruitment will be made on the order of the merit secured at the structured interview to be conducted by an interview board to be appointed by the Public Service Commission. There the structured interview will be conducted in accordance with the method of marking (mentioned under No. 06) approved by the Public Service Commission.

02. *Qualifications :*

- (i) *Educational/Professional Qualifications.*- Should have possessed a LLB degree obtained from a university recognized by the University Grants Commission or be an Attorney-at-law of the Supreme Court.
- (ii) *Experience.*- Candidate should have acquired a professional practice of not less than three (03) years, from the enrolment as an Attorney-at-law.
- (iii) *Physical fitness.*- Every candidate should possess a sufficient physical and mental condition that

permits to perform their duties in any part within Sri Lanka.

(iv) *Other Qualifications :*

- * Should be a citizen of Sri Lanka.
- * Should possess an exemplary character.
- * Should satisfy all the qualifications in each and every aspect ; as at the date prescribed in the *Gazette*/notification for calling applications.

03. *Terms of engagement and terms of service :*

- (i) This post is permanent and pensionable.
- (ii) The appointment is subject to a probationary period of three (03) years. The officer is required to pass the 1st efficiency bar examination within 03 years from the date on which the recruitment will be made to the post of Legal Officer Grade III.
- (iii) In terms of the Public Administration Circular No. 07/2007 and the circulars issued incidental there to, the officer recruited to the post should require the prescribed language proficiency within five years of appointing to the post. The officer who enters the public service in a medium of language other than in a medium of any of official languages should be required to reach the requisite standard of proficiency within the probationary period.
- (iv) Candidates recruited to this post will be subjected to the articles of Establishment Code, Regulations, Departmental Orders and regulations and any other orders and regulations already issued and issued from time to time by the Government.

04. *Age limit.*- Applicants should not be less than 21 years of age and more than 35 years of age to the closing date of receiving applications.

05. *Salary Scale.*- This post carries a monthly salary scale of Rs. 47,615 -10x1,335 -8x1,630 -17x2,170 - Rs. 110,895 (in terms of the Public Administration Circular No. 03/2016).

06. Structured interview shall be based on the following method of marking :

<i>Spheres in respect of marks are awarded</i>	<i>Maximum Marks</i>
01. Additional Educational qualifications	20
02. Additional Professional qualifications	15
03. Additional experience (Except the minimum 03 years of service experience requisite as an Attorney-at-law under the professional qualifications)	05 (05 marks per one year)
04. English language proficiency	15
05. Information Technology Literacy	15
06. Talents shown at the Interview	05
Total	100

07. The identification of the candidate :

- * Only the candidates who have forwarded completed applications in every respect are called for the structured interview.
- * Original of the certificates and duly certified copies of them should be produced at the interview.
- * Following identification documents are accepted to prove own identity at the interview :
 - The National Identity Card issued by the Commissioner General of Registration of Persons.
 - A valid passport.

08. Method of application :

- (a) Application should be sent by registered post to reach the Secretary, Ministry of Prison reforms, Rehabilitation, Resettlement and Hindu Religious Affairs, No. 356, Galle Road, Colombo 03 on or before 05th of May, 2017.
- (b) Specimen application form is given at the end of this notice. Application should be prepared on A4 size paper inserting headings 01 to 06 on first page, 07 to 10 on second page and 11 to 12.2 on the third page. The relevant particulars should be entered in candidate's own legible handwriting.
- (c) The top hand corner of the envelope should carry the word "Application for Legal Officer of Ministry of Prison reforms, Rehabilitation, Resettlement and Hindu Religious Affairs".

- (d) Candidate should get their signature attested by a Head of Government School/Justice of peace/Commissioner of Oaths/Attorney-at-Law/Notary Public/Commissioned officer of triple force or a permanent Government staff officer in receipt of an monthly salary of Rs. 47,615.
- (e) Candidates who are in Government Service/ Provincial Government Service should forward their applications through their Heads of Departments.
- (f) Applications not in accordance with the given specimen application will be rejected. Any complaint to the effect of loss or delay of an application will not be entertained.

09. Furnishing false particulars.- Any statement in the application which is found to be incorrect and inaccurate before the recruitment your candidature will liable to cancellation. The applicant will liable to dismissed from the post and subjected to relevant procedures, if it discovered after the selection. The Public Service Commission will reserve the right of recruitment to this post and commencement of appointment.

The scheme of recruitment and further information can be downloaded from the official website of the Ministry and link in resettlementmin.gov.lk

By order of the Public Service Commission,

Secretary,
Ministry of Prison Reforms, Rehabilitation,
Resettlement and Hindu Religious Affairs.

SPECIMEN APPLICATION FORM

OPEN COMPETITIVE EXAMINATION FOR RECRUITMENT TO THE
POST OF LEGAL OFFICER, EXECUTIVE CATEGORY OF MINISTRY
OF PRISON REFORMS, REHABILITATION, RESETTLEMENT AND
HINDU RELIGIOUS AFFAIRS

No. :

(For office use only)

01. Name with initials (Mr./Mrs./Miss) :

In Sinhala :_____.

In English :_____.

01.1 Names denoted by initials (in clear letters) :

In Sinhala :_____.

In English :_____.

02. National Identity Card No. :_____.

recruitment to this post and if so found after appointment I am liable to be dismissed.

03. Date of Birth :

Year :_____. Month :_____. Date :_____.

03.1 Age as at the closing date :

Years :_____. Months :_____. Days :_____.

(iii) I declare that later on, no alteration is made for information above provided.

04. Sex (Male/Female) :

Male - M

☐

Female - F

☐

_____,
Signature of the Candidate.

Date :_____.

05. Permanent address (in block letters) :_____.

11. Attestation of the signature of the applicant :

06. Telephone Numbers :

Fixed :_____.

Mobile :_____.

I hereby certify that Mr./Mrs./Miss. who submit this application is personally known to me, and he/she placed his signature on in paragraph 10 in my presence.

07. Educational Qualifications :

07.1 G. C. E. (A/L) :

(i) Examination year and month :_____.

(ii) Index Number :_____.

(iii) Subjects :

_____,
Signature of the Attester.

<i>Subjects</i>	<i>Grades</i>

Date :_____.

Name of the Attester :_____.

Designation :_____.

Address :_____.

(Establish with a rubber stamp)

07.2 Details of the degree obtained :

(i) University :_____.

(ii) Year :_____.

(iii) Degree :_____.

12. Recommendation of Head of Department (only for applicants serving in the Public/Provincial Public Service)

08. Experience :

(i) Period of practice from the enrolment as an Attorney-at-law :_____.

12.1 During the period of immediate preceding five years to the closing date of applications ; work, conduct and attendance of the candidate is satisfied/unsatisfied. He/She, has/has not earned all the increments. He/She has been/has not been subjected to a disciplinary punishment.

09. Have you ever been convicted by a Court of Law ?
Yes/No

(i) If "Yes" specify :_____.

12.2 This officer can be/cannot be released from the post if he/she is selected to the post applied. The application is recommended/not recommended.

10. Applicant's Declaration :

(i) I hereby certify that the information provided by me in this application is true and accurate to the best of my knowledge.

_____,
Signature of the Head of Department
and Rubber stamp.

(ii) I am aware that in the event of any information provided by me in this application is found to be false I am liable to disqualified for the

Date :_____.