

## PUBLIC SERVICES COMMISSION

### Ministry of Labour, Trade Union Relations and Sabaragamuwa Development

#### RECRUITMENT ON OPEN BASIS FOR THE POST OF LEGAL OFFICER OF GRADE III OF EXECUTIVE SERVICE CATEGORY

APPLICATIONS are called from suitably qualified Sri Lanka Citizens who have fulfilled the qualifications set out in this notice for one vacancy in the post of Legal Officer of the Ministry of Labour, Trade Union Relations and Sabaragamuwa Development.

#### 01. Method of recruitment.–

A board of interview appointed by the Public Services Commission will conduct a structured interview for applicants who have fulfilled the qualifications set out in the notice and recruitment will be made on the merit of the aggregate of marks obtained at the structured interview in accordance with the marking procedure approved by the Public Services Commission. The date on which the appointment will be effective will be determined by the Public Services Commission.

#### 02. Required qualifications :

##### 2.1 Educational/ Professional qualifications :

- (i) A degree in law from a University recognized by the University Grants Commission

or

- (ii) Should have taken oaths as an attorney at law of Supreme Court

##### 2.2 Experience :

- (i) Active professional experience of not less than 03 years as an attorney at law after taking oaths as an attorney at law of Supreme Court (The period during which the experience was gained, date and official seal shall be clearly indicated in the documents corroborating the active professional experience)

##### 2.3 Physical Fitness :

Every candidate should have adequate physical and mental fitness to serve in any part of the island and discharge his or her duties.

#### 2.4 Other Qualifications :

- (i) Should be a Citizen of Sri Lanka.
- (ii) Should be of excellent moral character.
- (iii) Qualifications should have been completed in every respect on the date specified in the notification calling for applications as the date on which the required qualifications for the recruitment to the post should be completed.

#### 3. General Terms and Conditions of Employment :

- (i) This post is permanent. You shall be liable to policy decision to be taken in future by the government in respect of your pension entitlement.
  - (ii) This post is subject to a probation period of 03 years.
  - (iii) Should pass the first efficiency bar examination as stated in the recruitment procedure before the lapse of 03 years from the date of appointment.
  - (iv) In terms of the provisions of Public Administration Circular No. 1/2014 dated 21.01.2014 and the circulars incidental thereto, the applicant should confirm that he/she has obtained the relevant Language Proficiency in respect of the Official Languages within 5 years from the date of recruitment and officers who joined the service in a medium which is not an official language should acquire the required Official Language proficiency within the probationary period.
  - (v) This appointment is subject to the general conditions governing the appointments in public service, procedures and rules of Public Service Commission, Financial Regulations, provisions of Establishments Code and amendments thereto, the Financial Regulations and departmental and other orders.
4. **Age Limit.**– Shall be not less than 21 years and not more than 45 years as at the closing date of the applications.
5. **Salary Scale.**– As per Public Administration Circular No. 03/2016, the monthly salary scale relevant to this post is Rs.47,615 – 10x1335 – 8x1630 – 17 x 2,170 - 110,895. (Your salary will be paid in accordance with the provisions of the said circular and as mentioned in the schedule II appended thereto.)

**6. The marking scheme given below will be the basis for the structured interview :**

	<i>Subject</i>		<i>Maximum Marks</i>
01	<b>Additional Educational Qualifications</b> Degree in law from a university recognized by the University Grants Commission <ul style="list-style-type: none"> <li>- First class pass</li> <li>- Second class upper pass</li> <li>- Second class lower pass</li> <li>-</li> </ul> For a first class pass in the final year of Law College For a second class pass in the final year of Law College <i>Note.-</i> 10 marks should only be awarded if the final examination has been passed with honours) (Marls will be awarded only for the highest qualification – Either for the degree or qualifications from Law College)	20 15 10  15 10	20
02	<b>Additional Professional Qualifications</b> For a post graduate diploma or a post law diploma in the relevant field of a duration of not less than one year awarded by an institute recognized by the University Grants Commission. (05 marks for each Diploma) For a diploma of not less than 06 month's duration in the relevant field awarded by an institute recognized by the government (03 marks for each diploma) For a certificate course of not less than 03 month's duration in the relevant field conducted by an institute recognized by the government (02 marks for each course)		15
03	<b>Additional Experience</b> Experience as an attorney at law in the public service or the private sector – More than 06 months and less than a year – 02 marks Maximum marks of 30 with 05 marks per year ( Except for the 03 year period of service as an attorney at law required for obtaining basic qualifications) (Additional experience should be corroborated through a certificate obtained from an attorney at law with a period of service of not less than 20 years or a President's Counsel or a Judge)		30
04	<b>Knowledge on Information Technology</b> For studying Information Technology as a major subject for a degree of a University recognized by the University Grants Commission. For a diploma course on Information Technology of 1500 hours/ of not less than 01 year in an institute recognized by the government. A certificate course on Information Technology in an institute recognized by the government. <ul style="list-style-type: none"> <li>- 06 months/ 720 hours</li> <li>- 03 months/ 360 hours</li> </ul>	15 10  07 05	15

	<i>Subject</i>		<i>Maximum Marks</i>
05	<p>Proficiency in English Language</p> <p>Post graduate degree/degree/post graduate law degree/ law degree in English medium (All the relevant question papers should have been answered in English medium)</p> <p>For a Diploma in English Language in a University recognized by the University Grants Commission or a recognized government institute. (One year or 1500 hours)</p> <p>For a certificate course in English Language in a university recognized by the University Grants Commission or a recognized government institute</p> <p>- 06 months/ 720 hours</p> <p>- 03 months/ 360 hours</p>	<p>15</p> <p>10</p> <p>07</p> <p>05</p>	15
06	<b>Performance at the interview</b>		05
	<b>Total</b>		<b>100</b>

*7. Identity of the candidate :*

- 7.1 Only those candidates who have perfected the application in every respect will be called for the structured interview.
- 7.2 Originals of all certificates and testimonials and duly prepared copies thereof shall be produced at the interview.
- 7.3 Candidates shall produce one of the following identification documents at the interview to prove their identity.
  - (i) National Identity Card issued by the Department of Registration of Persons
  - (ii) Valid passport
  - (iii) Valid driving license

*8. Mode of application :*

- 8.1 Applications shall be forwarded under the registered cover on or before 30.10.2017 to the following address. Applications received after the closing date will be rejected.  
 Secretary,  
 Ministry of Labour, Trade Union Relations and Sabaragamuwa Development  
 Second Floor  
 Labour Secretariat  
 Narahenpita  
 Colombo- 05.
- 8.2 The application form should be in conformity with the specimen attached to this notification. It should be prepared on a paper of A4 size in such a manner that item number 01 to 11 appear on the first page and item numbers 12 to 16 on the second page and should be filled clearly by the applicant's own hand writing. The words "**Application for the post of Legal Officer**" shall be clearly written on the top left hand corner of the envelope containing the application.
- 8.3 Applications which are not in conformity with the specimen attached to this notification will be rejected. No complaints will be entertained in relation to lost or delayed applications.
- 8.4 The signature of the applicant should be attested by a Principal of a Government School/ Justice of the Peace/ Commissioner of Oaths/ Attorney at Law/ Notary Public/ a Commissioned Officer of the three armed forces/ an Officer holding a Gazetted Post in the Police Service or a Government Officer drawing a monthly consolidated salary greater than Rs. 37,522.

8.5 Applicants who are already in the Public Service should forward their applications through the head of the Department of the Department they are currently attached to.

9. *Submission of false information.*—If any information mentioned by the candidate in the application is found to be false or incorrect before recruitment, his/her candidature will be cancelled. If any such false or incorrect information is found after the recruitment, action will be taken to dismiss him/her from public service subject to relevant legal procedures.

By order of the Public Services Commission,

S. A. NIMAL SARANATISSA,  
Secretary,  
Ministry of Labour, Trade Union Relations and  
Sabaragamuwa Development.

Labour Secretariat,  
Narahenpita,  
Colombo- 05.

MINISTRY OF LABOUR, TRADE UNION RELATIONS & SABARAGAMUWA DEVELOPMENT

APPLICATION FOR RECRUITMENT TO THE POST OF LEGAL OFFICER

S. No.

For office use only

01. (i) Name in full: Mr/Mrs/ Miss :\_\_\_\_\_.  
(In English block letters)  
(ii) Name with initials :\_\_\_\_\_.  
(iii) Names denoted by initials :\_\_\_\_\_.  
(In Sinhala/Tamil)

02. Permanent Address :\_\_\_\_\_.

03. Temporary Address :\_\_\_\_\_.

04. Gender :

Male -0/ Female -1

(Indicate the relevant number in the box)

☐

05. Civil Status :

(Tick off the relevant box)

Married

Single

06. Citizenship :\_\_\_\_\_.

07. Citizenship whether by birth or registration :\_\_\_\_\_.

08. National Identity Card Number :

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09. Telephone No. : Fixed

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Mobile

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10. (i) Date of Birth : Year 

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 Month 

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 Date 

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(ii) Age as at the closing date of applications : Years 

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 Months 

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 Days 

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11. Qualifications :

11.1 Educational Qualifications :

(i) Effective date of the degree :\_\_\_\_\_.

(ii) University/Institution :\_\_\_\_\_.

(iii) Degree :\_\_\_\_\_.

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12. Professional qualifications and experience :

- (i) Experience as a lawyer in the Supreme Court :\_\_\_\_\_.
- (ii) \_\_\_\_\_.
- (iii) \_\_\_\_\_.
- (iv) \_\_\_\_\_.

13. Have you been accused of any criminal offence? Yes / No

- (i) If 'yes', the date and case number and all other relevant information :\_\_\_\_\_.

14. Declaration of the applicant :

I hereby declare that the information furnished by me in this application is true and correct. I am aware that my application will be rejected if any information is proved to be untrue or incorrect before my being selected for the post and if it is proved to be untrue or incorrect after my being selected, I shall be subject to dismissal from the post without any compensation.

\_\_\_\_\_,  
Signature of the applicant.

Date :\_\_\_\_\_.

15. Attesting the signature of the applicant :

I certify that Mr./ Mrs./ Miss ..... who is submitting this application is known to me personally and he/she placed her signature in my presence on .....

\_\_\_\_\_,  
Signature of the attesting officer.

Date :\_\_\_\_\_.

16. Certification and recommendation of the Head of the Department.(Should be completed by officers already in the public service) :

I hereby certify that this applicant Mr. / Mrs. / Miss. .... is serving in this Department/ Ministry as ..... and that his/ her work and conduct is satisfactory and that all the information furnished by him is correct and I agree to release him from his/ her current post if selected for this post.

\_\_\_\_\_,  
(Signature of the Head of Department)

Date :\_\_\_\_\_.

Name in full :\_\_\_\_\_.

Post :\_\_\_\_\_.

Address :\_\_\_\_\_.

(Shall be certified with official seal)