

MINISTRY OF MAHAWELI DEVELOPMENT AND ENVIRONMENT

Recruitment to the Post of Legal Officer (Grade III of Executive Category)

APPLICATIONS are called from citizens of Sri Lanka who possess the following qualifications for the Post of Legal Officer in the Ministry of Mahaweli Development and Environment :

Number of Vacancies – 01

1. Mode of Recruitment.– From among the applicants who have completed the qualifications stated in the notification, candidates who obtain the highest marks upon the results of an interview conducted by an interview panel to be appointed by the Public Service Commission for the assessment of eligibility will be recruited according to the number of vacancies. A structured interview will be conducted according to the marking scheme (stated under No. 06) approved by the Public Service Commission.

2. Required Qualifications :

- * Educational/ Professional Qualifications :
Possessing a Degree in Law obtained from a University recognized by the University Grants Commission or having taken the oath as an Attorney-at-Law of the Supreme Court.
- * Experience :
Active professional experience of not less than three years after taking the oath
(The period of service engaged as an Attorney-At-Law in a position of staff or legal status in any Ministry, Government Department or state Corporation, or as a Teacher of Law at a recognized University or Law Collage, or as an officer of the Sri Lanka Judicial Service, or as a Chairperson of a Labour Tribunal will also be considered as a period actively engaged as an Attorney-At-Law.)
- * Physical Fitness :
Every candidate should be of good physical and mental health to serve in any part of Sri Lanka and to perform the duties of the post.
- * Other :
 - (a) Applicant should be a citizen of Sri Lanka.
 - (b) Applicant should be of excellent character.

(c) No person holding a clerical office in any religious order or sect is eligible to apply.

(d) *Date of Qualifications.*– The applicant is considered to have completed the qualifications necessary to be called to the interview for the selection to the post only if he or she has completed the qualifications in every respect as at the date on which the notification calling applications was published. Copies of certificates should be submitted together with the application as proof of qualifications.

3. Conditions of Employment and Conditions of Service :

- * This post is permanent. You shall be subject to a policy decision made by the Government in due course regarding the pension scheme to which you will be entitled.
- * The appointment is subject to a 03- years probationary period. The appointee should pass the first Efficiency Bar Examination as stated in the recruitment procedure within 03 years from the appointment to Grade III Legal Officer.
- * Required level of language proficiency should be acquired according to the Public Administration Circular No. 01/2014 and relevant Circulars subsequent to it.
- * An officer who has joined the service through a language medium other than an official language should acquire official language proficiency before being confirmed in service.
- * An officer should, before being confirmed, be in possession of a credit pass for English language obtained at the General Certificate of Education (Ordinary Level) Examination, having passed it as a subject (not as an optional subject).
- * The general conditions laid down in the procedural rules promulgated by the Public Service Commission and the provisions of the Establishments Code are applicable in respect of every appointment.
- * All officers should acquire, in addition to the requirements stated in this scheme, necessary proficiencies and skills as decided by the Government from time to time.

4. *Age Limit.* – The applicants should not be less than 21 years or not more than 45 years of age as at the last date for receiving applications.

5. *Salary Scale.* – The monthly salary scale applicable to this post is Rs. 47,615 – 1,335x10 – 1,630 x 08 – 2, 170 x 17 – Rs. 110,895 (SL –I-2016) according to Schedule I to the Public Administration Circular No. 03/2016 dated 25.02.2016. Salaries will be paid to you as stated in Schedule II according to the provisions of the said Circular.

6. The following marking scheme will be based on at the Eligibility Evaluation Interview :

<i>Main headings for awarding marks</i>	<i>Maximum Number of Marks</i>	<i>Minimum Number of Marks Considered for selection</i>
01. Additional Educational Qualifications	20	Recruitment will be done based on the maximum marks and the number of existing vacancies.
02. Additional Professional Qualifications	15	
03. Additional Experience (In addition to the Minimum Period of Service Required as an Attorney – At – Law under Professional Qualifications)	30 (5 marks Per year)	
04. English Language Proficiency	15	
05. Knowledge on Information Technology	15	
06. Talent Unveiled at the Interview	05	
Total	100	

7. *Identity of the Candidate :*

- * Only the candidates who will have submitted applications which are complete in every way will be called for the Eligibility Evaluation Interview
- * The originals of all certificates and duly certified copies of the certificates should be presented at the Interview.
- * The following identification documents will be accepted as proof of identity of candidates at the Interview :
 - I. National Identity Card issued by the Commissioner of Registration of Persons,
 - II. Valid Passport.

8. *Presentation of Applications :*

(a) Duly completed applications should be sent by Registered Post to reach the following address on or before 22.12.2017 :

Secretary
Ministry of Mahaweli Development and Environment
"Sobadam Piyasa"
No. 416/C/1, Robert Gunawardena Mawatha,
Battaramulla.

Applications received after the above mentioned date will be rejected.

(a) A specimen of the application that should be presented has been given at the end of this notification. Applicants should prepare their applications in A4 sheets with Numbers 01 to 08 on the first page, 09 to 13 on the second page and 14 to 15.2 on the third page, completing them in their own handwriting.

(b) Caption "Application for the Post of Legal Officer of the Ministry of Mahaweli Development and Environment" should be written at the top left corner of the envelope in which application is sent.

(c) The signature of the applicant placed on the application should be attested by a Principal of a government school / Justice of the Peace/ Commissioner of Oaths / Attorney – At- Law/ Notary Public/ Commissioned Officer of Three Forces or an officer holding a permanent position of the government drawing a monthly consolidated salary of Rs. 47,615/-

(d) The officers employed in the Public Service or Provincial Public Service should submit their applications through the head of their respective Department.

(e) The applications that do not conform to the specimen application given herewith will be rejected. No complaint of loss or delay of applications will be entertained.

9. *Submission of False Information.* – If any fact stated in the application sent by you is found to be false or erroneous before recruitment, your candidacy will be revoked. If such falsity is found after recruitment, action will be taken to dismiss you from service subject to relevant action.

10. The Secretary to the Ministry of Mahaweli Development and Environment reserves the right to or not to fill the vacancies.

ANURA DISSANAYAKE,
Secretary.

Ministry of Mahaweli Development and
Environment,
Battaramulla.

SPECIMEN APPLICATION

RECRUITMENT TO THE VACANT POST OF LEGAL OFFICER OF THE
MINISTRY OF MAHAWELI DEVELOPMENT AND ENVIRONMENT

(For official Use)

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

In Sinhalese letters : _____.

In English capital letters : _____.

1.1 Names denoted by initials (in clear writing) :

In Sinhalese letters : _____.

In English capital letters : _____.

02. National Identity Card No. : _____.

03. Date of birth :

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

3.1 Age as at the last date receiving applications :

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

04. Gender : Male ☐ Female ☐

05. Marital Status : _____.

06. Permanent Address (in clear writing) : _____.

07. Telephone No. :

Fixed : _____.

Mobile : _____.

08. Details of the Degree in law :

(i) University : _____.

(ii) Date of graduation : _____.

09. Date on which oaths were taken as an Attorney – At – Law of the Supreme Court : _____.

10. Active experience as an Attorney – At – Law (Number of years) : _____.

11. Qualifications as per paragraph 06 of the notification calling applications :

I. _____

II. _____

III. _____

IV. _____

V. _____

12. Have you ever been found guilty by a court of law ?
Yes / No

13. Certification by the applicant :

(a) I, declare that the particulars furnished by me in this application are true and accurate to the best of my knowledge.

(b) I am aware that if this statement of mine is proved false, I will be disqualified for recruitment and if such falsity if proved after recruitment, I will be subject to dismissal from service.

(c) I shall not alter any particular contained herein subsequently.

_____,
Signature of Applicant.

Date : _____.

14. Attestation of the Signature of the Applicant :

I, certify that the person named
..... is personally known to me and he/she placed his
signature on before me in terms of
paragraph 13 above.

_____,
Signature of the Attester.

Date :_____.

Name of the Attester :_____.

Designation :_____.

Address :_____.

(Confirm by official seal)

15. Recommendation of the Head of the Department : (Only
for applicants employed in Public / Provincial Public
Service).

15.1 According to the personal file of the officer,
during the 05 years immediately preceding the
last date for receiving applications –

Work , conduct and attendance : Satisfactory /
unsatisfactory.

Whether all salary increments
have been earned: Yes/No

Whether subjected to any
disciplinary punishment: No/Yes

15.2 This officer can / cannot be released if selected
for the post applied for. I recommend the
application.

_____,
Signature and Frank of the
Head of Department.

Date :_____.