



PUBLIC SERVICES COMMISSION

Recruitment for the Post of Legal Officer (Executive Category Grade iii) on Open Basis Ministry of Local Government and Provincial Councils

APPLICATIONS are called from Citizens of Sri Lanka with qualifications specified in this notification to fill a vacancy in the post of Legal Officer of the Ministry of Provincial Councils and Local Government.

01. *Method of recruitment.* – Applicants who obtained maximum marks from a structured interview conducted by an interview board appointed by Public services Commission out of applicants who have completed qualifications specified in the notification will be recruited to fill the existing vacancy. Structured interview will be held in conformity with the marking scheme (under No. 06) approved by Public Services Commission.

02. *Qualifications :*

(i) *Educational/Professional Qualifications :*

Should have possessed a degree in Law from a university recognized by University Grants Commission or having taking oath as a lawyer of the Supreme Court.

(ii) *Experience :*

Should have an active professional service period not less than three (03) years after taking oath as an attorney at law.

(iii) *Physical Qualifications :*

Every applicant should be physically and mentally fit to serve in any part of the island and to perform duties of the post.

(iv) *Other :*

* Should be a citizen of Sri Lanka

* Should be of excellent character

* Should have proficiency in English

* Requisite qualifications for this post should have been completed in every aspect as at the closing date.

03. *Service occupying conditions and service conditions :*

- (i) This post is permanent and pensionable You will be subject to any policy decision that will be taken by the government on your pension scheme. You shall contribute for the Widows/Widowers' and Orphans' Pension scheme. You should make contribution time to time as ordered by the Government.
- (ii) This appointment will be subject to a probation period of three (03) years Officers should pass the first efficiency bar examination within three years of the appointment.
- (iii) Every Officer should obtain the proficiency in the other official language in addition to the before exceeding five years from the appointment and the officers who have been recruited in medium other than an official language should obtain required proficiency in official languages within their probationary period as per the provisions of Public Administrative Circular 01/2014 dated 21.01.2014 and circulars incidental thereto.
- (iv) This appointment is also subject to the procedural rules of Public Services Commission, Financial regulations, provisions of Establishments Code, provisions in the recruitment procedure of the posts of Executive Category of the Ministry of Provincial Councils and Local Government (for the post of Legal Officer) and the amendments and provisions that may be made thereto in future.

04. *Age Limit.* – The applicant should not be less than 21 years and not more than 45 years of age.

05. *Salary Scale.* – Monthly Salary Scale. - Rs. 47,615-10x1,335-8-17x2170-Rs.110,895/-. (Salary segment is SL-1-2016 of P.A.C No. 03/2016 dated 25.02.2016. Salaries will be paid in terms of the schedule II of the provisions of this circular.)

06. Marking scheme for the structured interview :

S. No	Subject	Marks	Maximum Marks
01.	<p>Additional Educational qualifications</p> <p>Degree in Law from a recognized university</p> <ul style="list-style-type: none"> -First Class -Second Class (Upper) -Second Class (Lower) <p>First Class in the final year of Law College</p> <p>Second Class in the final year of Law College</p> <p>Note: 10 marks should be given only First Class is obtained in the final exam (Marks will be given only for the maximum qualification. Either for the degree (LLB) or Law College qualification)</p>	<p>20</p> <p>15</p> <p>10</p> <p>15</p> <p>10</p>	20
02.	<p>Additional Professional Qualifications</p> <p>Post Graduate Diploma in relevant field or Post Graduate Diploma in law issued by an institute recognized by the University Grants Commission (05 marks per Diploma)</p> <p>Diploma of not less than six months in relevant field offered by an institute recognized by the government. (3 marks per Diploma)</p> <p>Certificate course of not less than three months in relevant field offered by an institute recognized by the government. (2 marks per certificate course)</p>		15
03.	<p>Additional Experience</p> <p>Experience as Attorney at Law in Government or private sector</p> <ul style="list-style-type: none"> - Maximum 30 marks - five marks per year - not less than six months and not more than one year - 02 marks <p>(Except three years of service period engaged in service as an Attorney at Law, to acquire basic qualifications.)</p> <p>(Additional experience should be confirmed by a certificate issued by an Attorney at Law or President's Counsel or judge with a service period not less than 20 years)</p>		30
04.	<p>Proficiency in English Language (Maximum marks 15)</p> <p>Post graduate/degree/post LLB degree/LLB degree studied in English medium. (All relevant question papers should be answered in English medium)</p> <p>English Language Diploma from a university recognize by University Grants Commission or an institution recognized by the government. (01 year or 1500hrs)</p> <p>English Language Certificate course from a university recognized by University Grants Commission or an institution recognized by the government. 06 months/720 hours 03 months/360 hours (Marks are given only for the maximum qualification.)</p>	<p>15</p> <p>10</p> <p>07</p> <p>05</p>	15

S. No	Subject	Marks	Maximum Marks
05.	Proficiency in Information Technology (Maximum marks 15) Should have possessed a degree in Information Technology as a main subject from a university recognized by University Grants Commission	15	15
	A diploma on information technology not less than one (01) year or 1500 hours from a government recognized institute	10	
	A certificate course on information technology of 06 months/720 hours 03 months/360 hours	07 05	
	From a government recognized institute (Marks are given only for the maximum qualification.)		
06.	Marks to be given at the interview for skills		05
	Total Marks		100

07. *Identity of candidate.*— Only the applicants who have submitted complete applications in every aspect will be called for the structured interview. Original copies of all certificates and duly certified copies of them should be submitted at the interview. Any of the following documents will be accepted to confirm the identity at the interview :

- (i) National Identity card issued by the Department of Registration of Persons;
- (ii) Valid passport

08. *Method of Application :*

- (i) Applications should be sent by registered post to reach the following address on or before 26.03.2018
Applications received after the due date will be rejected.

Secretary,
Ministry of Provincial Councils and Local Government,
No. 330, Union Place
Colombo 02

- (ii) A specimen application is given at the end of the of this notification. Applicants should prepare their applications using A4 size papers as No. 1.1 to No. 5.1 in first page, No. 5.2 to No. 7 in second page and No. 8 to No. 9 in third page in applicant's own hand writing.
- (iii) "Application for the post of Legal Officer" Should be mentioned at the top left corner of the envelope enclosing the application.
- (iv) The signature of the applicant should be attested by a Principal of a Government School/ Justice of the Peace/ a Commissioner of Oaths/ Attorney at Law/ Notary Public/ a Commissioned Officer of three armed forces or an officer holding a permanent post in public service drawing a consolidated monthly salary of Rs. 32,807/- or above.
- (v) Candidates who are already in the Public or Provincial Public Services, should forward their applications through the respective Heads of their Departments in which they are serving at present.
- (vi) The applications which are not conformed to the prescribed specimen application will be rejected. No complaints will be admitted on loss or delay of applications.

09. *Furnishing false particulars.* – If any of the particulars furnished by you are found to be false or erroneous before the recruitment, your candidature will be cancelled. In case such falsehood or error is detected after the recruitment, action will be taken to discontinue your service, subject to relevant disciplinary actions being taken.

On order of the Public Service Commission,

H. T. KAMAL PATHMASIRI,
Secretary,
Ministry of Provincial Councils and
Local Government.

Ministry of Provincial Councils and
Local Government,
Colombo 02,
On 09th February, 2018.

SPECIMEN APPLICATION

RECRUITMENT FOR THE POST OF LEGAL OFFICER
MINISTRY OF PROVINCIAL COUNCILS AND LOCAL GOVERNMENT

(For Office Use Only)

- 1.0 1.1 Name with Initials :- Mr/ Mrs/ Miss : _____.
(In Block capitals)
1.2 Full Name (In block Capitals) : _____.
1.3 Full Name (In Sinhala) : _____.

- 2.0 2.1 Permanent Address : _____.
2.2 Telephone Number : _____.
Residence : _____, Mobile : _____.

- 3.0 3.1 Ethnicity :
Sinhala - 1, Tamil - 2, Muslim - 4, Other - 5

- 3.2 Gender :
- | | |
|--------|--------------------------|
| Female | <input type="checkbox"/> |
| Male | <input type="checkbox"/> |

- 3.3 Marital Status:
- | | | | |
|---------|--------------------------|-----------|--------------------------|
| Married | <input type="checkbox"/> | Unmarried | <input type="checkbox"/> |
|---------|--------------------------|-----------|--------------------------|

- 3.4 National Identity Card No. :
- | | | | | | | | | | |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|

- 3.5 Date of Birth:
Date : _____, Month : _____, Year : _____.
3.6 Age as at 26.03.2018 :
Days : _____, Months : _____, Years : _____.

- 4.0 4.1 Educational Qualifications in Legal Studies :
(a) (i) University : _____.
(ii) Date of Graduation : _____.
(b) (i) Registration No. at the Law College : _____.
(ii) Date of passing the Examination of Law College : _____.

- 5.0 5.1 Date of taking oaths as an Attorney at Law at the Supreme court : _____.
5.2 Pass received for English Language at the G.C.E. (O/L) Examination or G.C.E. (A/L) Examination : _____.
5.3 Active Experience as an Attorney at Law (No. of Years) : _____.
(Specify the time period and the mentor you have been practiced)
5.4 Qualifications as per the paragraph 06 of the Gazette Notification : _____.

Serial No.	Qualifications	Institute	Time Period
01	Additional Educational Qualifications		
02	Additional Professional Qualifications		
03	Additional Experience		
04	English Language		
05	Information Technology		

- 6.0 Have you been convicted before a court of Law ?
Yes / No
6.1 (if "Yes" explain) : _____.

7.0 Applicant's Declaration :

- (a) I do hereby declare that the particulars given by me in the application are true and correct. If my declaration is found to be false or incorrect, I am liable to be disqualified before selection and to dismissal if detected after the appointment without any compensation.

_____,
Applicant's Signature.

Date : _____.

08. Attestation of Applicant's Signature:

Should be attested by a Principal of a Government School/ Justice of the Peace/ a Commissioner of Oaths/ Attorney at Law/ Notary Public/ a Commissioned Officer of three armed forces/ a *Gazettes* Police Office or an officer holding a permanent post in public service drawing a consolidated monthly salary of Rs. 32,807/- or above.

I certify that Mr./Mrs./Ms. (Name in full) who is submitting this application is personally known to me and he/she has placed his/her signature in my presence on the day of under the above paragraph 07.

_____,
Signature of the Attester.

Date : _____.

Name of the Attester : _____.

Position : _____.

Address : _____.

Telephone No. : _____.

(Should be supported by the official frank)

09. If the applicant is in the Public Service, Certification of Head of the Institution:

I certify that the applicant, Mr./Mrs./Miss (Name in full) who is submitting this application is personally known to me and he/she has placed his/her signature in my presence on the day of under the above paragraph 07.

I certify that his / her duties, attendance and conduct are He / She could / could not be released from the present post.

_____,
Signature of Department Head.

Date : _____.

Name of certifying officer : _____.

Position : _____.

Address : _____.

Telephone No. : _____.

(Should be supported by the official frank)