

## PUBLIC SERVICE COMMISSION

### Ministry of Home Affairs

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

APPLICATIONS are hereby invited from the Sri Lankan Citizens who have fulfilled following qualifications for the post of Legal Officer - Grade III of Executive Service Category of the Ministry of Home Affairs.

01. *Method of Recruitments.*— Based on the results of the structured interview conducted by the board of interview appointed by the Public Service Commission, the candidate who secures the highest marks will be recruited to the existing vacancy. The structured interview will be held in accordance with the marking scheme (specified under No. 06) approved by the Public Service Commission.

#### 02. *Required Qualifications :*

(i) *Educational/professional qualifications :*

A degree in Law from a University recognized by the University Grants Commission or should have taken oaths as an Attorney-at-Law of Supreme Court.

(ii) *Experience :*

Active professional experience of not less than three(03) years as an Attorney at Law after taking oaths as an Attorney-at-Law of the Supreme Court.

(iii) *Physical Fitness :*

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

(iv) *Other :*

- \* Should be a citizen of Sri Lanka,
- \* Should be a excellent moral character,
- \* Should have obtained at least a credit pass for English Language at the G. C. E. (O/Level) or G. C. E. (A/Level),

- \* Required qualifications for recruitment should have been completed in every respect as at the date specified in the notification calling for application/*Gazette* Notification as the date on which the required qualifications for recruitment to the post should be completed.

#### 03. *General Terms and Conditions of Employment :*

- (i) This post is permanent and pensionable. You shall be liable to policy decision to be taken in future by the government in respect of your pension entitlement. Further, you shall make contributions to Widow/Widowers and Orphans' Pensions Scheme. You shall pay your subscriptions in the manner decided by the government from time to time.
- (ii) The appointment is subject to a probation period of 03 years. Candidates should pass the first efficiency bar examination within 03 years of the appointment to Legal Officer, Grade III, as specified in the recruitment procedure.
- (iii) in terms of the Public Administration Circular No.: 01/2014 the relevant level of proficiency in official language should be obtained within five (05) years of the appointment to the post.
- (iv) This appointment is subject to Procedural Rules of the Public Service Commission, the Establishment Code of the Democratic Socialist Republic of Sri Lanka, Financial Regulations of the government and other departmental orders.

04. *Age Limit.*— Candidates shall be not less than 21 years and not more than 45 years as at the closing date of applications.

05. *Salary Scale.*— The monthly salary related to this post as per Schedule I of Public Administration Circular No. 03/2016 dated 25.02.2016 is Rs. 47,615/ 10 x 1,335 - 8 x 1,630 - 17 x 2,170 - Rs. 110,895 (SL-1-2016). You shall be paid salaries in accordance with the provisions available under the said circular and as specified in Schedule II therein.

06. The following making scheme shall be the basis for the structured interview :

Serial No.	Subject	Marks	Maximum Marks
01	<p><b>Additional Educational Qualifications :</b> Degree in Law from a university recognized by the University Grants Commission</p> <p>* First class pass 20</p> <p>* Second class upper division pass 15</p> <p>* Second class lower division pass 10</p> <p>For first class pass in the final year of Law College 15</p> <p>For a second class pass in the final year of Law College 10</p> <p><b>Note :</b> Ten (10) marks should only be awarded if the final examination has been completed with honours (Marks will be awarded only for the highest qualification - Either for the degree or qualifications from Law College)</p>		20
02	<p><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)</p> <p>For a diploma of not less than 06 months duration in the relevant field awarded by an Institute recognized by the Government (03 marks for each diploma)</p> <p>For a certified course of not less than 03 months duration in the relevant field conducted by an institute recognized by the government (02 marks for each course)</p>		15
03	<p><b>Additional Experience</b> Experience as an Attorney at law in the public service or in the private sector- More than 06 months and less than a year - 02 marks Maximum marks of 30 with 05 marks per year (Expect 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. Where marks shall be awarded only if the service period is clearly mentioned)</p>		30
04	<p><b>English Language Proficiency</b> Post graduate degree/degree/post graduate degree in law/degree in Law completed in English Medium 15 (All relevant question papers should have been answered in English Language medium) For a diploma in English Language conducted by a university recognized by the University Grants Commission or the government or an institute recognized by the government 10 (01 year or 1500 hours)</p>		15

Serial No.	Subject	Marks	Maximum Marks
	For a Certificate course in English conducted by a university recognized by the University Grants Commission or a university recognized by the government or a government accredited institute * 06 months/720 hours * 03 months/360 hours	07 05	
05	<b>Knowledge on information Technology</b> For studying information Technology as major subject for a degree of a university recognized by the University Grants Commission. For a diploma course in 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 * 06 months/720 hours * 03 months/360 hours	15  10  07 05	15
06	<b>Performance at the interview</b>		05
	<b>Total</b>		<b>100</b>

07. *Identity of the Candidates.*– The candidates who have perfected the application in every respect shall only be called for the structured interview.

Originals of all the certificates and duly certified copies shall be submitted at the interview Candidates shall produce one of the following identification documents at the interview to prove their identity :

- (1) National Identity Card issued by the Commissioner General of Registration of Persons
- (2) Valid passport

08. *Mode of application :-*

- (a) Applications shall be forwarded under registered cover to reach the following address on or before 16.03.2018 Applications received after the closing date will be rejected.  
Secretary,  
Ministry of Home Affairs,  
Independence Square,  
Colombo 07.
- (b) Top left - hand corner of the envelope containing the application should be marked "Recruitment to the post of Legal Officer - Grade III of Executive Service Category of the Ministry of Home Affairs- 2017"
- (c) The signature of the applicant should be attested by 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 or an officer holding a permanent government position drawing a monthly consolidated salary of Rs. 47,615.
- (d) Applicants who are already in the Public Service should forward their applications through the Head of the Department they are currently attached to.
- (e) Applications that are not in conformity with the specimen application given in this notification shall be rejected. No any complaint with respect to loss or delay of the applications will be accepted. The name of the examination in the heading shall be mentioned in English Language as well in applications prepared in both Sinhala and Tamil Mediums. The candidates shall prepare their application using A4 size (22-29cm) papers using both sides of the papers with No. (1) to (5) (ii) in the first page and the remaining in next pages respectively. The relevant details should be completed by the applicant's own handwriting.

(f) The letter calling for the interview shall be sent by registered post to the address given in the application in the name of the applicant.

09. *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 procedure.

10. The Public Service Commission shall have the right to fill or not to fill the vacancies.

By the order of the Public Service Commission.

Secretary,  
Ministry of Home Affairs,  
Independence Square,  
Colombo 07.

SPECIMEN APPLICATION

STRUCTURED INTERVIEW FOR RECRUITMENT TO THE POST OF  
LEGAL OFFICER OF THE MINISTRY OF HOME AFFAIRS - 2017

For office use only

Language medium for the interview

(Indicate the relevant number within the cage : Sinhala 2/  
Tamil -3)

- (1) (i) Name with initials with initials at the end :\_\_\_\_\_.  
(In English block letters)
- (ii) Names denoted by initials :\_\_\_\_\_.  
(In English block letters)
- (iii) Name with initials :\_\_\_\_\_.  
(In Sinhala/Tamil)
- (iv) Names denoted by initials :\_\_\_\_\_.  
(In Sinhala/Tamil)

(2) Complete address :

- (i) Permanent address :\_\_\_\_\_.  
(In English block letters)
- (ii) Permanent address :\_\_\_\_\_.  
(in Sinhala/Tamil)

(iii) Address to which the interview calling letter to be sent :\_\_\_\_\_.

(In English block letters)

(iv) Telephone No. :\_\_\_\_\_.

(3) Gender : (Indicate within the relevant cage)

Female - 1 ☐  
Male - 0 ☐

(4) Civil status :- (Indicate within the relevant cage)

Married - 1 ☐  
Unmarried - 2 ☐

(5) (i) Date of birth :

Year :     Month :   Date

(ii) Age as at 16.04.2018 :

Year :   Month :   Date :

(6) National Identity Card Number :

(7) According to the notification for calling applications, the educational qualifications achieved to apply for the interview :

Qualification	Institution	Date received
.....	.....	.....
.....	.....	.....

(8) Grade obtained for English language at G. C. E. (O/L) or G. C. E. (A/L) Examination :\_\_\_\_\_.

(9) Date of taking oaths as an Attorney at Law of Supreme Court :\_\_\_\_\_.

(10) Details with regard to obtaining each qualification under No. 06 of the notification for calling applications :

Qualification	Institution	Date received/ duration
.....	.....	.....

1. Additional educational qualifications :

- (i) ..... ☐
- (ii) ..... ☐
- (iii) ..... ☐

<i>Qualification</i>	<i>Institution</i>	<i>Date received/ duration</i>	(12) Attesting the signature of the applicant :
2. Additional professional qualifications : i. .... ii. .... iii. ....			I certify that Mr./Mrs./Miss ..... who is submitting this application is known to me and he/she placed his/her signature in my presence  <div style="text-align: right;">_____, Official stamp of the attesting person.</div>
3. Additional experience : i. .... ii. .... iii. ....			Name : _____. Designation : _____. Date : _____.
4. English Language proficiency i. .... ii. .... iii. ....			(13) Recommendation of the head of the department :  I hereby certify that Mr./Mrs./Miss..... is serving in this institution and the information furnish by him./her are correct and he/she can be released for his/her present position if the officer is selected for this post.  <div style="text-align: right;">_____, Signature of the Head of Department/ Establishment.</div>
5. Knowledge on information Technology : i. .... ii. .... iii. ....			
(11) Declaration/Certification of the applicant :  I hereby certify that the information furnished by me in this application is ture and correct and I agree to be bound by the orders/regulations stipulated by the Public Service Commission with respect to holing the interview and issuing results.  <div style="text-align: right;">_____, Signature of the Applicant.</div>			Name : _____. Designation : _____. Address : _____. Date : _____. (Place the official stamp)
Date : _____.			