

## **PUBLIC SERVICES COMMISSION**

### **Ministry of Prison Reforms, Rehabilitation, Resettlement and Hindu Religious Affairs**

#### **OPEN BASIS RECRUITMENT TO THE POST OF LEGAL OFFICER (EXECUTIVE CATEGORY)**

APPLICATIONS are called from citizens of Sri Lanka who possess the following qualifications for the post of Legal Officer of the Ministry of Prison Reforms, Rehabilitation, Resettlement and Hindu Religious Affairs.

01. *Method 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 Services Commission for the assessment of eligibility will be recruited according to the number of vacancies. The structured interview will be conducted according to the marking scheme (stated under No. 06) approved by the Public Services Commission.

#### *02. Required Qualifications :*

- (i) *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.
- (ii) *Experience :*  
Candidate should have acquired an active professional practice of not less than three (03) years as an attorney-at-law after taking oaths.
- (iii) *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.
- (iv) *Other :*
  - Applicant should be a citizen of Sri Lanka.
  - Applicant should be of excellent character.

- Should satisfy all the qualifications in each and every aspect; as at the date prescribed in the notification/*Gazette* for calling applications.

### 03. Conditions of Employment and Conditions of Service

(i) This post is permanent and pensionable. 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. As well, you should contribute to the 'Widows'/ Widowers' and Orphans' Pension Scheme from your salary as prescribed by the Government from time to time.

(ii) The appointments is subject to a 03-years probationary period. The appointee should pass the first Efficiency Bar Examination as state in the recruitment procedure within 03 years from the appointment to Grade III Legal Officer.

(iii) Required level of language proficiency should be acquired within five years of appointing to the post according to the Public Administration Circular No. 01/2014 dated 21.01.2014. An officer who has joined the service through a language medium other than an official language should acquire official language proficiency within the probationary period.

(iv) Candidates recruited to this post will be subjected to the procedural rules of the Public Services Commission, Establishment Code of Sri Lanka Democratic Socialist Republic of Sri Lanka, Financial Regulations and other Departmental Orders.

04. *Age limit.* – Applicants should not be less than 21 years of age and not more than 45 years of age to the last date for receiving applications.

05. *Salary Scale.* – The monthly salary scale applicable to this post is Rs. 47,615-10x1,335-08x1,630-17x2,170-Rs. 110,895/- (SL-I-2016) according to schedule I of 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.

06. The following marking scheme will be based on at 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 pass (Upper Division)</li> <li>- Second class pass (Lower Division)</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 Note : 10 marks should only be awarded if the final examination has been passed with honours. (Marks will be awarded only for the highest qualification – Either for the degree or qualifications from Law College)	 20 15 10  15 10	<b>20</b>
02.	<b>Additional Professional Qualifications</b>  For a post graduate diploma or a post law diploma in the relevant field of duration of not less than one year awarded by an institute recognized by the university Grants Commission. (05 marks for each diploma – Maximum 15 marks)  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 – Maximum 15 marks)		<b>15</b>

	<i>Subject</i>		<i>Maximum marks</i>
	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 – Maximum 10 marks)		
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)		<b>30</b>
04.	<b>English language proficiency</b>  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)  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.)  For a certificate course in English Language in a University recognized by the University Grants Commission or a recognized government institute. - 06 months/ 720 hours - 03 months/ 360 hours (Marks will be awarded only for the highest qualification)	15  10  07 05	<b>15</b>
05.	<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. - 06 months/ 720 hours - 03 months/ 360 hours (Marks will be awarded only for the highest qualification)	15  10  07 05	<b>15</b>
06.	<b>Performance at the interview</b>		<b>05</b>
	<b>Total</b>		<b>100</b>

07. *The Identification of the Candidate.*– Only those Candidates who have perfected the applicant in every respect will be called for the structured interview.

Originals of all Certificates and duly prepared copies thereof shall be produced at the interview.

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.

08. *Mode of application :*

- (a) Application shall be forwarded under the registered cover on or before 23.04.2018 to the following address. Applications received after the closing date will be rejected.

Secretary,  
Ministry of Prison Reforms, Rehabilitation,  
Resettlement and Hindu Religious Affairs,  
No. 356, Galle Road,  
Colombo 03.

- (b) The words "**Application for the post of Legal Officer of the Ministry of Prison Reforms, Rehabilitation, Resettlement and Hindu Religious Affairs**" shall be clearly written on the top left hand corner of the envelope containing the application.

- (c) 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 or a Government Officer drawing a monthly consolidated salary greater than Rs. 47,615/-.

- (d) Applicants who are already in the Public service or Local Government Service should forward their applications through the head of the Department they are currently attached to.

- (e) 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.

- (f) Specimen application form is given at the end of this notice. It should be prepared on a paper of A4 size in such a manner that item number

01 to 06 appear on the first page, item numbers 07 to 10 on the second page and the rest on the third page and should be filled clearly by the applicant's own hand writing.

- (g) The scheme of recruitment and further information can be downloaded from the official website of the Ministry and the link is **resettlementmin.gov.lk**

09. *Furnishing False Particulars.* – 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 procedures.

10. The Public Services Commission reserves the right to filling or refrains from filling the Vacancies.

By order of the Public Services Commission,

Secretary,  
Ministry of Prison Reforms, Rehabilitation, Resettlement  
and Hindu Religious Affairs,  
At Colombo 03.

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

03. Date of Birth :

Year : \_\_\_\_\_. Month : \_\_\_\_\_. Date : \_\_\_\_\_.

03.1 Age as at the closing date

Years : \_\_\_\_\_. Months : \_\_\_\_\_. Dates : \_\_\_\_\_.

04. Sex (Male/Female) :

Male - M

☐

Female - F

☐

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

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

05. Permanent address (in clear block letters) :\_\_\_\_\_.

06. Telephone Numbers :

Fixed :\_\_\_\_\_.

Mobile :\_\_\_\_\_.

\_\_\_\_\_,  
Signature of the Candidate.

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

07. Educational Qualifications :

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

(i) Examination year and month :\_\_\_\_\_.

(ii) Index Number :\_\_\_\_\_.

(iii) Subjects :

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

07.2 Details of the Degree obtained:

(i) University :\_\_\_\_\_.

(ii) Year :\_\_\_\_\_.

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

08. Experience :

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

09. Have you ever been convicted by a Court of Law?

Yes/ No

(i) If "Yes" Specify :\_\_\_\_\_.

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.

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

11. Attestation of the signature of the applicant

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.

Signature of the Attester :\_\_\_\_\_.

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

Name of the Attester :\_\_\_\_\_.

Designation :\_\_\_\_\_.

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

(Establish with a rubber stamp)

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

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.

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