

PUBLIC SERVICE COMMISSION

Ministry of Power and Renewable Energy

RECRUITMENT FOR THE POST OF LEGAL OFFICER (EXECUTIVE CATEGORY GRADE III) ON OPEN BASIS

APPLICATIONS are invited for the Posts of Legal Officer in the Ministry of Power and Renewable Energy from the Sri Lankan citizens who have fulfilled the below mentioned qualifications.

1. *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 notice will be recruited to fill the existing vacancy. The Structured Interview will be held in conformity with the marking scheme (under No. 6) approved by Public Services Commission.

2. *Required Qualifications :*

- (i) *Educational / Professional Qualifications.*— A degree in Law from a University recognized by the University Grant Commission or being taken oaths as an Attorney -at-Law in the Supreme Court.
- (ii) *Experience.*— Should have an active professional service period not less than 3 years after taking oaths 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 in the post.
- (iv) *Other Qualifications :*
 - Should be a citizen of Sri Lanka
 - Should be of excellent character
 - Requisite qualifications for this post should have been completed in every aspect as at the closing date of applications.

3. Service occupying conditions and service conditions :

- (i) This post is permanent,
- (ii) This post is pensionable. You are subject to the policy decision taken by the Government in the future regarding the pensions entitled to you. Further, you shall contribute for the widows'/widowers' and orphans pensions' scheme. You should make contribution as time to time ordered by the Government.
- (iii) This appointment will be subject to a probation period of three (3) years .Officers should pass the first efficiency bar examination within three years of the appointment as mentioned in the Scheme of Recruitment.
- (iv) In terms of the provision of Public Administration and the provision and circulars 01/2014 dated 21.01.2014 and incidental thereto, the applicant should affirm the obtaining of proficiency in official languages within five years of recruitment.
- (v) This appointment will subject to the procedural rules of Public Service Commission and amendments and the provisions that have been already made and will be made in future to the relevant Recruitment Procedure of the post of Legal Officer of the Ministry of Power and Renewable Energy .

4. Age Limit.– Not less than 21 years of age and not more than 45 years as at the closing date of calling applications

5. *Salary Scale.*– Rs.47, 615 - 10 x 1,335, - 8x1, 630-17x2, 170- Rs. 110,895 monthly salaries will be paid for this post (Public Administration Circular No. 03/2016 and Salary code of the SL-01-2016).

6. *Method of Recruitment.*– Structured Interview is based on the below marking scheme.

No.	Subject	Marks	Maximum Marks
	Additional Educational Qualifications Degree in Law from a recognized University - First Class - Second Class (upper) - Second Class (Lower) First Class in the final year of Law College Second Class in the final year of Law College <i>Note:</i> 10 marks should be given only First Class is obtained in the final exam) (marks only for maximum qualifications- either LLB or Law college Qualifications)	15 12 10 15 10	15
02.	Professional Qualifications(maximum marks) Post Graduate Diploma in relevant field or Post Graduate Diploma in law issued by a recognized institute (05 marks for each diploma) Diploma of not less than six months in relevant field offered by a recognized institute (03 marks each for one Diploma) Certificate Course of not less than three months in relevant field offered by a recognized institute (02 marks for each certificate course)		20
03.	Additional Experience Experience as Attorney at Law in Government or private sector - maximum 20 marks- five marks per each year. -not less than six months and not more than one year-02 marks (Additional experience should be confirmed by a certificate issued by an Attorney at Law or President's Counsel or a judge with a service period not less than 20 years except three years of service period engaged in service as an Attorney at Law, to acquire basic qualifications)		20
04.	Proficiency in English Language Post graduate/degree/post LLB degree /LLB degree studied in English medium. (All relevant question papers should be answered in English medium) English Language Diploma from a university recognized by University Grants Commission or an institution recognized by the government. (01 year or 1500hrs) 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.	20 10 07 05	20

No.	Subject	Marks	Maximum Marks
05.	Computer Literacy.		20
	Should have possessed a degree in Information Technology as a main subject from a university recognized by University Grants Commission.	20	
	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 from a government recognized institute.	07 05	
	Marks to be given by Skill Assessment Test		05
	Total Marks		100

7. *Identities of the Applicants.*– Only those who have completed the application in all respect are summoned for the skill assessment test. Original copies of the certificates and duly certified copies of the certificates should be forwarded at the interview.

To certify the identity of the candidate at the interview, the identity cards mentioned below are accepted.

- (i) National Identity card issued by the Commissioner of the Department of Registration of persons.
- (ii) Valid Passport.

8. *Method of Application :*

- (a) All the duly filled applications should be sent to the below mentioned address,
Secretary,
Ministry of Power and Renewable Energy,
Ananda Coomaraswamy Mawatha,
Colombo 07.
by the registered post to reach on or before 30.11.2018. Applications which receive after the closing date will be rejected.
- (b) “Application for the post of Legal Officer” Should be mentioned at the top left corner of the envelope enclosing 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/an Attorney-at-law/Notary Public/ Commissioned Officer of three armed forces, a Gazetted Police Officer or an officer holding a permanent post in public service drawing consolidated monthly salary of Rs. 47,615/- or above.
- (d) Candidates who are already in the Public or Provincial Public Services, should forward their applications through the respective Heads of their Department in which they are serving at present.
- (e) 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. The name of the examination specified under the heading of the Specimen shall be entered in English Language in addition to the Sinhala Language in the applications of the Sinhala Medium and in English Language apart from Tamil in Tamil Medium Applications. Applications should be prepared in 22-29 C.m. A4 papers. Applications should be prepared as item No. 01 to 03 in the first page from item 04 to 09 in the second page and from item No. 10 in the third page and it should be clearly filled in applicant’s own hand writing.

(f) The calling letter for the interview will be sent in the name of candidate to the address produced in the application under register post.

9. *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.

10. The power of filling or not filing the vacancies is vested with the Public Service Commission.

By order of the Public Service Commission,

Secretary,
Ministry of Power and
Renewable Energy.

No. 72, Ananda Coomaraswamy Mawatha,
Colombo 07.

SPECIMEN APPLICATION

EXECUTIVE SERVICE CATEGORY-STRUCTURED INTERVIEW FOR
THE RECRUITMENT FOR THE POST OF LEGAL OFFICER
GRADE III-2018

MINISTRY OF POWER AND RENEWABLE ENERGY

(Clearly mention the right Symbol / Number in the relevant cage)

(For Office Use only)

Medium for the Structured Interview :

Sinhala - 2

Tamil - 3

English - 4

(Indicate the relevant number in the cage)

- 1.0. 1.1 Full name (In Block Capitals) :_____.
(Eg:-HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDENA)
1.2 Last name first with initials at the end :_____.
(GUNWARDENA, H.M.S.K)
1.3 Full Name :_____.
(In Sinhala/Tamil)

1.4 National Identity Card No. :

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2.0 2.1 Permanent Address :_____.
(In Block Capitals)

2.2 Permanent Address :_____.
(In Sinhala/Tamil)

2.3 Address to send the Admission Card :_____.
(In Block Capitals)

3.0 3.1 Gender :
Female -1 Male-0
(Indicate the relevant number in the cage)

3.2 Date of Birth:

Year				Month		Date	

3.3 Age as at 30.11.2018 :

Years				Months		Days	

3.4 Telephone Number :

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4.0 4.1 Educational Qualifications :

Degree or the details of educational certificates related to taking oaths as an Attorney - at-Law in the Supreme Court:

(i) University or institute :_____.

(ii) Degree or Name of the Educational Certificate :_____.

(iii) Valid Date of the Degree Certificate or the Educational Certificate :_____.

(iv) Class :_____.

5.0 Experience in the field (Law) :_____.

6.0 Experience in the computer Sector :_____.

7.0 Other educational qualifications :_____.

8.0 Proficiency in English :_____.

9.0 Have you been convicted before a court of Law?

Yes No

* (Indicate ✓ in the relevant cage)

(If "Yes" explain) :_____.

10.0 *Applicant's Declaration :*

- (a) I do hereby honourably declare that the particulars given by me in the application are true and correct. I agree to bear the loss may be incurred by incomplete and/ or false completion of any part of this. Further, I declare that all the parts in the application are completed accurately.
- (b) If my declaration is found to be false I am liable to be disqualified before selection and to dismissal if detected after the appointment.
- (c) Further, I declare that I am bound to abide by the conditions enacted by the Public Service Commission pertaining to the holding of this Structured Interview.
- (d) I will make no alternations to any fact mentioned in the application.

_____,
Applicant's Signature.

Date :_____.

11.0 Attestation of Applicant's Signature:

I certify that Mr./Mrs./Ms....., who is submitting this application is personally known to me, he/she has placed his/her signature in my presence on the..... day.....

_____,
Signature of the Attester.

Date :_____.

Full Name of the Attester :_____.

Position :_____.

Address :_____.

(Should be supported by the official frank)

12. Attestation of the Applicant's Signature:

I hereby certify that Mr./Mrs./Miss.....
..... (Full name) who applies for the post of Legal Officer in the Ministry of Power and Renewable Energy, is personally, known to me and he/she has placed his/her signature on2017 in my presence.

_____,
Signature of the Attester.

Date :_____.

Place :_____.

Full Name of the Attester :_____.

Address :_____.

Attestation of the Head of the Department/Institution

I hereby certify that Mr./Mrs./Miss..... who is working in this Ministry/Department/ Institution, is presently working in the post of and his/her work and conduct are satisfactory, no disciplinary action pending against him/her and no decision has been taken to impose any such in future. He/ She can/cannot be released from the service once he/she is selected for.

_____,
Signature of the Head of the
Department or Authorized Officer.
(Official Seal)

Date :_____.