



## PUBLIC SERVICE COMMISSION

### **Recruitment on open competitive basis for the Post of Legal Officer in the Grade of Executive Service in the Ministry of City Planning, Water Supply and Higher Education**

APPLICATIONS are called from citizens of Sri Lanka who have the following qualifications to fill the vacancy of Legal Officer in the Ministry of City Planning, Water Supply and Higher Education.

01. *Method of Recruitment.*– Recruitment will be made to fill the vacancy on the basis of obtaining highest marks in the interview conducted by the Eligibility Evaluation Interview Board appointed by the Public Service Commission. The structured interview will be conducted in accordance with the procedure (mentioned in para 06) approved by the Public Service Commission.

The date of the appointment will be determined by the Public Service Commission.

02. *Required Qualifications :-*

(i) *Educational/Professional Qualifications :*

Obtain a degree in law in a university approved by the Public Service Commission or sworn in as a lawyer in the Supreme Court.

(ii) *Experience:*

At least 03 years of active professional experience as a lawyer after sworn in at the Supreme Court. (This experience should be proved by submitting a document which include duration of experience, date and official Seal and that should be forwarded at the interview.)

(iii) *Physical Qualification:*

All candidates must have a moral character and physical fitness to serve in any part of the Island.

(iv) *Other Qualifications:-*

- \* a citizen of Sri Lanka
- \* of a special moral character
- \* no monks can apply for this post
- \* candidates should fulfil their qualifications on the closing date of the application.

03. *Conditions of Service and Conditions for engagement in service :*

- (i) This post is permanent and pensionable. You have to agree the decisions related to the method of pensions will be taken by the government in future. You have to contribute to the “Widows and Orphans” pension scheme.
- (ii) This appointment will be on probation for a period of 3 years. The candidate should face a First Efficiency Bar Test within the period of 03 years of service.
- (iii) According to the Public Administration Circular No. 01/2014 dated 21.01.2014, the selected candidates must have a proficiency in state languages other than the language in which they joined the service within 05 years from the date of appointment, and the officers who joined the service through unofficial language, must get through prescribed official language proficiency test.
- (iv) This appointment will be subject to the procedural rules of the Public Service Commission, Establishment Code of Democratic Socialist Republic of Sri Lanka, Financial Regulations, Departmental Orders or Regulations and any other Orders or Regulations that may be issued by the Government from time to time.

04. *Age Limit.*– Age between 21 and 45 years at the closing date of Application.

05. *Salary Scale.*– Rs. 47,615 -10x 1335-8x 1630-17x2170 - Rs. 110,895/-(SL-1 -2016) will be paid as monthly salary. (In accordance with the regulations of the schedule II of the Public Administration Circular No. 03/2016 dated 25.02.2016 the salary will be given.

06. It is based on the below procedural Marks system for the Structured Interview:

	<i>Subjects</i>		<i>Maximum Marks</i>
01.	<p>Additional Educational Qualifications Obtain a degree in law in a university approved by the Public Service Commission</p> <p>- First Class Upper 20 - Second Class upper 15 - Second Class lower 10</p> <p>Passed First Class in final year at Law College 15 Passed Second Class in final year at Law College 10</p> <p><b>Note:</b> 10 marks will be awarded if passed with Honor in the final Examination. Marks will be awarded only for the highest qualification. Degree or one of the Law College qualifications.</p>		20
02.	<p>Additional Professional Qualifications:</p> <p>A post graduate diploma related to the field not below than one year, issued by an institution recognized by the University Grant Commission or post graduate diploma in law (05 marks for one diploma)</p> <p>A six month course in the related field not below 06 months of duration, issued an institution recognized by the government (03 marks for one diploma)</p> <p>A six month course in the related field not below 03 months of duration, issued an institution recognized by the government (02 marks for one diploma)</p>		15
03.	<p>Additional Experience:</p> <p>Experience as a lawyer in the government service or private sector for not less than six months and not more than one year. - 02 marks 05 marks for one year and the maximum is 30 marks. (Excluded the 03 years of law service that is obtained in order to get basic qualification)</p> <p>The additional experience should be attested through a certificate obtained from a Judge or President's Counsel or from an attorney-at-law who completed 20 yrs. of service.</p> <p>For the Government servants or Private Sector employees who fulfil the above qualifications when the additional experience is certified by the head of the Institution should certify that he/she worked as a legal profession.</p>		30
04.	<p>Knowledge of Information Technology:</p> <p>A degree Information Technology is studied as a special subject is issued by a university recognized by University Grant Commission. 15</p> <p>For a diploma in Information Technology not less than one year in an institution approved by the government or for 1500 hours of duration 10</p>		15

	<i>Subjects</i>		<i>Maximum Marks</i>
	For the course of Information Technology recognized by the government - 06 months/720 hours - 03 months/360 hours (Marks will be awarded for the highest qualification only)	07 05	
05.	Language Proficiency: Learned Bachelor of Laws/Post graduate Bachelor of Laws/Degree/ Post graduate degree in English Medium (All test papers should be answered in English)	15	15
	For a Diploma in English from a university approved by the University Grant Commission or from an institution approved by the government.  (Duration one year or 1500 hours)	10	
	For a Certificate Course in English from a university approved by the University Grant Commission or from an institution approved by the government. - 06 months/720 hours - 03 months/360 hours (Marks will be awarded for the highest qualification only)	07 05	
06.	Exceptional Skill at the Interview		05
	Grant Total		100

07. *Identification of the candidates :*

- \* Applicants who fulfilled all the qualifications only be invited for the Eligibility Evaluation Interview
- \* Original certificates and truly certified copies should be submitted.
- \* The following identity documents should be forwarded in order to prove the identification:
  1. Identity Card issued by the Commissioner of Registration of persons.
  2. A valid Passport.

08. *Method of forwarding Applications :-*

- I. All applications should be forwarded to the Secretary, Ministry of City planning, Water supply and Higher Education, No. 35, 'Lakdiya Medura', New Parliament Road, Pelawatta, Battaramulla by registered post on or before 24.06.2019. Late applications are not entertained and rejected.
- II. Applications should be submitted in terms of the form specified below by using an A4 sheet in that Nos. 1 to 05 should be in first page, Nos. 06 to 10 is in the second page and the rest will be in third page. This application should be filled in their own hand writing.
- III. It should clearly be mentioned as 'Application for the Post of Legal Officer' on the left top corner of the envelope.
- IV. The signature of the applicant should be certified by a principal of a government school/ Justice of Peace/ Commissioner of Oaths/Attorney-at-law/Notary public/Executive officer in three Armed Forces or a permanent government servant who draw a monthly consolidated salary of Rs. 47,615/-.
- V. The officers presently engaged in government sector or Provincial government sector should send in their applications through the head of the Department.
- VI. The applications are prepared not according to the specimen application form attached herewith will be rejected and the complaints regarding a loss or late will not be entertained.

09. Forwarding false information.- Your candidature will be cancelled if found any information false or incorrect furnished by you in your application before recruitment. If found the same after the recruitment, relevant legal measures will be taken to dismiss from the service.

10. The rights of filling vacancy or not filling is belong to Public Service Commission.

As per the order of the Public Service Commission.

Secretary,  
 Ministry of City Planning, Water Supply and Higher Education,  
 Battaramulla.

03rd May, 2019.

**SPECIMEN APPLICATION FORM**

INTERVIEW FOR THE RECRUITMENT TO THE POST OF LEGAL OFFICER IN THE MINISTRY OF CITY PLANNING,  
 WATER SUPPLY AND HIGHER EDUCATION - 2019

Medium of appearing for the Interview	
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(For official use only)

(Relevant number should be written in the cage. Sinhala - 2/ Tamil - 3)

- (1) (i) Name with initials (English Capital Letters) : \_\_\_\_\_.  
 Ex: GUNAWARDHANA, M.G.B.S.K.
- (ii) Name denoted by initials (English Capital Letters) : \_\_\_\_\_.
- (iii) Name with initials (Sinhala/Tamil Letters) : \_\_\_\_\_.
- (iv) Name denoted by initials:- (Sinhala/Tamil Letters) : \_\_\_\_\_.

- (2) Address:
  - (i) Permanent Address (English Capital Letters) : \_\_\_\_\_.
  - (ii) Permanent Address (Sinhala/Tamil Letters) : \_\_\_\_\_.
  - (iii) Address for calling interview: (English Capital Letters) : \_\_\_\_\_.
  - (iv) TelephoneNo. : \_\_\_\_\_.

- (3) Female/Male: Female -1 (write inside the relevant cage)  
 Male -0

- (4) Married/unmarried: Married -1 (write inside the relevant cage)  
 Unmarried -2

- (5) (i) Date of Birth : Year :  Month :  Date :   
 (ii) Age as at the closing date of Application : Years :  Months :  Days :

- (6) National Identity Card No. :

(7) Details of qualifications, according to the notice of calling applications, to apply for the interview :

<i>Qualifications</i>	<i>Institution obtained</i>	<i>Date of obtain</i>
.....	.....	.....
.....	.....	.....

- (8) Passes obtained for English Language in G.C.E. (O/L) or G.C.E. (A/L) Examination :  
 G.C.E. (O/L) ..... G.C.E. (A/L) .....

- (9) Date of swarned at the Supreme Court : \_\_\_\_\_.

(10) Details of obtaining each and every qualifications mentioned No. 6 of the notification of calling applications:

<i>Qualifications</i>	<i>Institution obtained</i>	<i>Date of obtain</i>
1. Additional Educational Qualifications :		
(i) .....	.....	.....
(ii) .....	.....	.....
(iii) .....	.....	.....
2. Additional Professional Qualifications :		
(i) .....	.....	.....
(ii) .....	.....	.....
(iii) .....	.....	.....
3. Additional Experiences :		
(i) .....	.....	.....
(ii) .....	.....	.....
(iii) .....	.....	.....
4. Proficiency in English :		
(i) .....	.....	.....
(ii) .....	.....	.....
(iii) .....	.....	.....
5. Knowledge of Information Technology :		
(i) .....	.....	.....
(ii) .....	.....	.....
(iii) .....	.....	.....

(11) Certification of the Applicant:

I certify that the details provided by me is true and correct and I further declare that I surrender to the provisions impose by the Public Service Commission regarding conducting Interview and issuing results.

Date : \_\_\_\_\_, Signature of the Applicant.

(12) Attestation of Signature of the Applicant:

I certify that the above applicant Mr./Mrs./Miss ..... is known to me, and He/ She has signed in front of me today.

\_\_\_\_\_,  
 Signature and official stamp of the Authorized officer.

Name : \_\_\_\_\_,  
 Occupation : \_\_\_\_\_,  
 Date : \_\_\_\_\_.

13. Certificate of the Head of the Department:

I certify that the above applicant Mr./Mrs./Miss ..... is an officer of this Department and that the particulars mentioned in the application are correct. I also inform that he/she can/cannot be released from this Department if this officer is selected to this post.

\_\_\_\_\_,  
 Head of the Department/Establishment.  
 (Official stamp)

Name : \_\_\_\_\_,  
 Occupation: \_\_\_\_\_,  
 Address : \_\_\_\_\_,  
 Date : \_\_\_\_\_,  
 (Official stamp)