

MINISTRY OF MAHAWELI DEVELOPMENT AND ENVIRONMENT

Recruitment to the Post of Legal Assistant in the Associate Officers Category of Service of the Department of Coast Conservation and Coastal Resource Management - 2019

APPLICATIONS are invited from eligible Candidates who have fulfilled qualifications mentioned in the paragraph No.02 as at 28.06.2019 which is the closing date of applications for recruitment to the post of Legal Assistant in the Associate Officers Category of Service of the Department of Coast Conservation and Coastal Resource Management.

1. *Method of Recruitment.*– Recruitment will be made from the candidates who fulfill the required qualifications mentioned in the notification subject to the results of a suitability assessment interview.

- 1.1 The effective date of appointment in respect of this post will be decided by me, the Director General of the Department of Coast Conservation and Coastal Resource Management as the Appointing Authority.
- 1.2 The suitability assessment interview will be conducted in accordance with the marking scheme approved by the Public Service Commission mentioned under paragraph No. 05 of this notification.

2. *Qualifications :*

- 2.1 *Educational Qualifications.*– Should have obtained the Degree of Bachelor of Laws (LLB) from a University recognized by the University Grants Commission or have taken oaths as an Attorney-at-Law at the Supreme Court.
- 2.2 *Experience.*– Not relevant. However, marks will be allocated for experience at the suitability assessment interview (It should be proved in writing).
- 2.3 *Physical Fitness.*– Every candidate should have the physical and mental fitness to serve in any part of Sri Lanka and to perform the duties of the post.
- 2.4 *Age :*
 - 2.4.1. Minimum Age Limit: not less than 21 years
 - 2.4.2. Maximum Age Limit: not more than 35 years
- 2.5 *Other :*
 - 2.5.1 Should be a Citizen of Sri Lanka.
 - 2.5.2 Should be of excellent character.
 - 2.5.3 The qualifications required to recruit to this post as mentioned in 2.1 to 2.4 should be completed in all respects as at the date referred to in the Notice/Gazette calling for applications.

3. *Conditions of Employment and Conditions of Service :*

- 3.1 This post is permanent and pensionable. (Subject to the policy decisions taken by the Government in future with respect to the pension scheme).
- 3.2 Should be subject to a probation period of 03 years.
- 3.3 The selected candidates are required to serve in any part of the country as directed.
- 3.4 Language Proficiency
 - 3.4.1 *Official Language Proficiency :*

An officer who has been recruited in English Medium should acquire proficiency in Sinhala or Tamil language during the probation period. The required proficiency level will be to pass in Sinhala/Tamil language at the G.C.E (O/L) examination as a main subject (not as second language or optional subject) and to pass in the special competence examination conducted by the Department of Official Languages.

3.4.2 Proficiency of other Official Languages:

Period in which the proficiency to be acquired	Proficiency level to be acquired	Language Proficiency	
		Language medium in which recruitment to the service	Official language to which the proficiency to be acquired
During the first five years (05) after being recruited to the service	Language proficiency should be obtained in terms of the Public Administration Circular No. 07/2007 and other circulars incidental thereto.	Sinhala	Tamil
		Tamil	Sinhala
		English	Other official language besides the official language to which proficiency has been obtained as per the sub paragraph 3.4.1.

4. *Monthly Salary Scale.* – In terms of Public Administration Circular No. 03/2016, this post is entitled to a monthly salary scale of Rs.31,490-10x445-11x660-10x730-5x750- Rs. 54,250/= relevant to MN 4-2016 category (this salary will be paid according to the provisions of the Public Administration Circular No. 03/2016 dated 25.02.2016 and its II schedule).

5. The below-mentioned marking scheme will be followed at the suitability assessment interview.

Note:-

- 5.1 The recruitment to the post will be made from the eligible candidates based on the merit order at the suitability assessment interview and number of existing vacancies.
- 5.2 On instances when there is more than one candidate who have obtained equal marks, I, Director General as the Appointing Authority will take an appropriate decision and it will be considered as the final decision.
- 5.3 The below mentioned marking scheme will be followed in at the suitability assessment interview.

<i>The areas for which the marks will be awarded</i>	<i>Maximum Marks</i>	<i>Minimum marks reckoned for selection</i>
Additional Educational Qualifications*	20	} Not Relevant.
Additional Professional Qualifications*	15	
Experience*	30	
Language Proficiency*	15	
Literacy in Information Technology *	15	
Skills demonstrated at the Interview	05	
Total	100	

*Aforementioned qualifications should be proved in writing.

6. *Identity of the Candidates :*

- 6.1 Candidates who have forwarded completed applications in every aspect will only be called for the suitability assessment interview.
- 6.2 The originals and duly certified copies of all certificates should be submitted at the interview.
- 6.3 One of the following means of identification papers should be submitted by the candidates in respect of their identity at the interview.

- 6.3.1.1 National Identity Card issued by the Department of Registration of Persons,
- 6.3.1.2 Valid Passport,
- 6.3.1.3 Valid Driving License.

7. Method of Application :

7.1 The application form should be in accordance with the specimen appended to this notification and should be prepared on an A4 size paper in a manner that items from 01-06 be on the first page, items from 07-09 be on the second page and items from 10-11 be on the third page and should be filled clearly by the candidate himself/herself using own handwriting. Applications which are not in conformity.

With the specimen application form and those incomplete applications will be rejected without any notice. (It will be appropriate to keep a photocopy of the application).

7.2 The completed applications should reach the Director General of the Department of Coast Conservation and Coastal Resource Management to the address of Director General Department of Coast Conservation and Coastal Resource Management, P.O. Box 566, New Secretariat, Maligawatta, Colombo 10 by registered post or hand delivered on or before 28.06.2019 “Recruitment to the Post of Legal Assistant of Department of Coast Conservation and Coastal Resources Management” should be marked on the top left hand corner of the envelope enclosing the application. Any application received after the closing date will not be accepted. No complaint regarding lost or being delayed in the post will be entertained.

7.3 The signature of the candidate in the application should be certified by a Principal of a Government School/ Justice of Peace/ Commissioner of Oaths/Attorney-at-Law/Notary Public/ Commissioned Officer of Tri Forces or any officer holding a permanent post in the public sector drawing a consolidated monthly salary of Rs. 47,615.

8. *Furnishing False Particulars.*– Any of the particulars mentioned in the application by a candidate found to be false or erroneous, his/her candidature will be cancelled, if detected before the recruitment. If such false or erroneous information revealed after being appointed to the post, action will be taken to dismiss him/her subject to relevant legal procedure.

- In the event of any inconsistency between the Sinhala, Tamil and English texts of this Notification, the Sinhala text shall prevail.

B.K. PRABATH CHANDRAKEERTHI,
Director General,
Department of Coast Conservation and Coastal Resource Management.

On this 29th day of May, 2019

SPECIMEN APPLICATION

MINISTRY OF MAHAWELI DEVELOPMENT AND ENVIRONMENT

RECRUITMENT TO THE POST OF LEGAL ASSISTANT OF THE DEPARTMENT OF COAST CONSERVATION AND COASTAL RESOURCE MANAGEMENT

01. Name with Initials:- (Mr./Mrs./Miss)

In Sinhala :-
.....
.....

In English :-
.....
.....

01.1 Names denoted by Initials (in clear handwriting)

In Sinhala :

.....
.....

In English :

.....
.....

02. National Identity Card No. :.....

03. Date of Birth :-

Year :..... Month :..... Date :.....

04. Sex : Female – 1 Male - 0

05. Permanent Address (in clear handwriting) :-

.....
.....

06. Telephone No. :-

Fixed Line :.....

Mobile :.....

07. Educational Qualifications :-

07.1 Particulars of G.C.E (Advanced Level) Examination :

I. Year and Month of the Examination- :.....

.....

II. Index Number :- :.....

III. Subjects Passed :-:.....

<i>Subject</i>	<i>Grade</i>
1.	
2.	
3.	
4.	

07.2 Qualifications relevant to the Post :-

<i>Relevant Qualification</i>	<i>Institution from which the said qualification was acquired</i>	<i>Validity Date</i>

07.3 Other Qualifications:-:.....

08. Have you ever been convicted for any offense in a Court of Law? Yes/No

08.1 If 'yes', state the particulars:-

.....
.....

09. Two non-related Referees :-

1. Name :-

Post :-

Address :-

Telephone Number :-

2. Name :-

Post :-

Address :-

Telephone Number :-

10. Declaration by the Applicant:-

(a) I declare that the information furnished by me in this application is true and accurate to the best of my knowledge.

(b) I am also aware that if this statement, I made herein is found to be false, I am liable to disqualify for recruitment and subject to dismissal from service if it is detected after the appointment.

(c) Any information mentioned herein will not be changed subsequently.

.....,
Signature of the Candidate.

Date:.....

11. Attestation of the Candidate's Signature :-

I hereby certify that the candidate named who furnished this application is known to me personally and he/she placed the signature before me on in terms of the aforementioned paragraph No.10.

.....,
Signature of the Attester.

Date:.....

Name of the Attester:.....

Post:.....

Address:.....

(to be certified by the Official Frank)