

PUBLIC SERVICE COMMISSION

Department of the Registrar of Companies

RECRUITMENT FOR THE POST OF LEGAL OFFICER (EXECUTIVE CATEGORY - GRADE III)

APPLICATIONS are invited from the Sri Lankan citizens who have fulfilled the below mentioned Qualifications, for the post of Legal officer Executive Category grade III in the Department of the Registrar of Companies that comes under the purview of the Ministry of Industry and Commerce, Resettlement of Protracted Displaced Persons, Co-operative Development and Vocational Training Skills Development.

Method of Recruitment.— Applicants who obtained maximum marks from a Structured Interview conducted by an interview board appointed by the Public Service 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. 06) approved by Public Service Commission. The effective date of the appointment will be determined by the Public Service Commission.

1. Required Qualifications :-

1.1 Educational / Professional Qualifications :

- (I) 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.(Candidates shall be required to submit experience certificates to the interview board with clear vision of date of period of experience obtained and rubber stamp of certified officers proving experience).

Should have not less than 3 years experience in the Law Field in the following Department / Institution after taking oaths as an Attorney at Law.

- (1) Should have experience for handling Cases in the Department of Attorney- General .
- (2) Should have experience for bonds preparation and related legal activities .
- (3) Should have wide knowledge for Ordinance and current Acts and drafting legal documents.

- (4) Should have ability to procurement of Acts, Circulars, and other important regulative applications available in the Law field.
- (5) To appear and assist for the inquiries that will be held by other institutions.

(*N:B.*— This experience should be Proved by the certificate issued by the Head of the relevant Department.)

(III) *Physical Qualification.*— Every applicant should be physically and mentally fit to serve in any part of the Island and perform the duties in the post.

(IV) *Other Qualifications :*

- (I) Should be a citizen of Sri Lanka
- (II) Should be of excellent character
- (III) Requisite qualifications for this post should have been completed in every aspect as at the closing date of application.

03. *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 contributions as time to time ordered by the Government.
- III This appointment will be subjected to a probation period of the (03) 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 Circular's No. 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 Services 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 Department of the Registrar of Companies.

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

05 *Salary Scale.* – Rs. 47,615-10x1,335-8x1,630-17x2,170- 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)

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

<i>Subject</i>	<i>Marks</i>	<i>Maximum Marks</i>
<p>01. Additional Educational Qualifications :</p> <p>A post Graduate Degree in Law issued by University recognized by the University Grants Commission</p> <p style="text-align: right;">25</p> <p>A post Graduate Diploma or post Graduate Law Diploma not less than one year in the relevant field by a recognized Institution</p> <p style="text-align: right;">20</p> <p>Degree in Law from a recognized University</p> <p>First Class</p> <p style="text-align: right;">15</p> <p>Second Class (upper)</p> <p style="text-align: right;">10</p> <p>Second Class (lower)</p> <p style="text-align: right;">05</p> <p>First Class in the final years of Law College</p> <p style="text-align: right;">10</p> <p>Second Class in the final years of Law College</p> <p style="text-align: right;">05</p> <p>Note: 05 marks should be given only honorable pass in the final year (marks be given only for maximum Qualifications)</p>		25
<p>02. Additional Professional Experience :</p> <p>1. Additional Professional Qualification</p> <p>Diploma in relevant field offered by a recognized Institute . (10 marks for each diploma)</p> <p style="text-align: right;">10</p> <p>Diploma of not less than six months or not more than one year in relevant field offered by a recognized Institute (05 marks for each one Diploma)</p> <p>Certificate course of not less than 3 months and not more than 06 months in relevant field offered by recognized Institute (03 marks for each certificate course) (Except Number 01 category of experience)</p> <p style="text-align: right;">25</p> <p>11. Additional Experience :</p> <p>Experience as Attorney at- Law in Government or Private Sector Maximum 25 marks -five marks for each year</p> <p>Not less six months and not more than year -02marks (Except three years of service period engaged in service as an Attorney at Law to acquire basic Qualifications)</p> <p>(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.</p> <p>The government or private Sector Candidates who have completed the required Qualifications in all respect should confirm the additional experience by a certificate of service obtain from the head of institute stating that the candidate is currently working in the post of legal framework.</p>		35

<i>Subject</i>	<i>Marks</i>	<i>Maximum Marks</i>
<p>03. Computer Literacy Should have possessed a degree in information Technology as a main subject from a university recognized by University Grants Commission.</p> <p>A diploma on information technology not less than one (01) year or 1500 hours from a Government Recognized institute.</p> <p>A Certificate course on information technology of 06 months/ 720 hours 03/months/360 hours From a government recognized institute. (Marks to be given only for Maximum Qualifications)</p>	<p>10</p> <p>07</p> <p>05 03</p>	10
<p>04 Proficiency of Language</p> <p>Post graduate /degree/ post LLB degree / L.L.B degree studied in English medium. (All relevant question papers should be answered in English medium)</p> <p>English Language Diploma from a university recognized by University Grants Commission or an institution recognized by the government (01 year or 1500hrs)</p> <p>English Language Certificate course from a university recognized by University Grants Commission or an institution recognized by the government 06 months /720 hours 03 month/ 360 hours (marks to be given only for maximum Qualifications)</p>	<p>15</p> <p>10</p> <p>07 05</p>	15
<p>Performance at the interview</p> <p>1 General knowledge and intelligence 2 Knowledge in modern trends in legal system 3 Skill of express views and personality</p>	<p>05 05 05</p>	15
Total		100

07 *Identities of the Applicants.* – Only those who have completed the applications 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 candidates at the interview , the identity cards mentioned below are accepted.

- I National Identity Card issued by the Commissioner of the Department of the Registration of Persons.
- II Valid Passport

08. *Method of Applications :*

- (I) All the duly filled applications should be sent to the below mentioned address
Registrar General of Companies
Department of the Registrar of Companies
No . 400, “Samagam Madura” D.R. Wijewardena Mawatha,
Colombo 10.

by the registered post to reach on or before 26.08 2019. Applications which receive after the closing date, will be rejected.

(II) Applications should be prepared in 22-29 C.m. A4 papers. Applications should be prepared as item No. 1.1 to 5.1 in the first page from 5.2 to 7.0 in the second page and from item No. 8, 9 in the third page and it should be clearly filled in applicants Own hand writing.

(III) “Application for the post of the Legal Officer in the Department of Registrar of Companies should be mentioned at the top left corner of the envelope enclosing the application.

(IV) 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 officer holding a permanent post in public service drawing consolidated monthly salary of Rs .47,615 or above

(V) Candidates who are already in the Public Service or Provincial Public Service, Should forward their applications through the respective Heads of their Department in which they are serving at present.

(VI) The applications which are not conformed to the prescribed specimen application will be rejected. No complaints will be admitted on loss or delay of the applications.

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 of 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 filling the vacancies is vested with the Public Service Commission.

11. In case of any inconsistency between the notice published in Sinhala , Tamil and English languages the notice published in Sinhala languages shall prevail.

12. In case of any problematic issue arises ever the recruitment procedure or the contents of the notice, the

decision taken by the Public Service Commission will be final.

By Order of the Public Services Commission.

Secretary,
Ministry of Industry and Commerce,
Resettlement of Protracted Displaced
Persons, Co-operative Development and
Vocational Training Skill Development.

11th July, 2019.

SPECIMEN APPLICATION

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

DEPARTMENT OF THE REGISTRAR OF COMPANIES

(For Office Use only)

01. 1.1 Full Name (In Block Capitals) :_____.
(Eg. : HERATH MUDIYANSELAGE SAMAN
KUMARA GUNAWARDENA)

1.2 Last name first with Initials at the end (In Block
Capitals) :_____.
(GUNAWARDENA, H.M.S.K)

1.3 Full Name :_____.
(In Sinhala /Tamil)

1.4 National Identity Card No. :

02. 2.1 Permanent Address :_____.
(In Block Capital)

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

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

03. 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 2019

--	--

 Years

--	--

 Months

--	--

 Days

Commission pertaining to the holding of this structured interview.

3.4 Telephone Number :

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

(d) I will make no alternations in the future to any fact mentioned in the application .

4.0 4.1 Educational Qualifications :
 The details of educational certificates related to the university degree or details 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 : _____.

_____,
 Signature of the Applicant.

Date : _____.

11.0 Attestation of Applicants 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 this..... day

_____,
 Signature of the Attester.

5.0 Experience in the field (Law) : _____.

Date : _____.

6.0 Experience in the Computer Sector : _____.

Full Name of the Attester : _____.

7.0 Other Educational Professional Qualifications : _____.

Position : _____.

8.0 Proficiency in English language : _____.

Address : _____.

(Should be supported by the official frank)

9.0 Have you been convicted before a Court of Law :

Yes No

✓ (Indicate in the relevant cage)

(If Yes Explain) : _____.

12.0 Attestation of the Head of the Department / Institution:
 (For applicants of Public/provincial Public /Govt. Corporations only)

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)

10.0 Declaration of the Applicant:

(a) I do hereby honourly declare that the particulars given by me in this 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 condition enacted by the Public Services

Date : _____.