

## PUBLIC SERVICE COMMISSION

### Recruitment for the post of Legal Officer (Executive Officer Grade iii) Co-operative Employees Commission

APPLICATIONS are called from the citizens of Sri Lanka who have fulfilled qualifications set out in this notice to fill the 01 Vacancy for the post of Legal Officer of Executive Officer Grade in the Co-operative Employees Commission under the Ministry of Industry & Commerce, Resettlement of Protracted Displaced Persons and Co-operative Development and Vocational Training & Skills Development.

1. *Method of Recruitment.*— The candidate who have fulfilled the qualifications set out in this notice and obtained the highest marks at the Structured Interview held by an interview board appointed by the Public Service Commission will be recruited to fill the vacancy. The structured interview will be conducted in accordance with the scoring procedure approved by the Public Service Commission (mentioned under 06).

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

#### 2. *Qualifications :*

(i) *Educational/Professional qualifications.*— Should have taken oath as a lawyer in the Supreme Court.

(ii) *Experience.*— After having taken oath as an Attorney-at-Law of the Supreme Court, active professional experience as a lawyer for not less than three (03) years. (The documents submitted to prove active professional experience should clearly state, specifying the time, date and the date of the experience and the official stamp) Should have professional experience

or

After having been sworn in as an Attorney-at-Law of the Supreme Court, should have experience of the following functions, not less than three (03) years in the legal field of a public institute.

- (1) Dealing with cases and co-ordinating with the Attorney General's Department ;
- (2) Legal matters related to agreements ;
- (3) Legal matters related to Acts ;

(4) Formulation of legal documents such as Bills, Circulars, Regulations ;

(5) Investigations related to legal matters conducted by various institutions ;  
(These facts should be confirmed by a certificate issued by the Secretary, Head of the Department.)

(Officers who have been confirmed in their service in the Public Service / Provincial Public Service with a salary scale of MN 01 or higher and have an active and satisfactory service period of 10 years can apply for this post.)

(ii) *Physical requirement.*— Every candidate should be physically and mentally fit to serve in any part of Sri Lanka and perform the duties of the post.

(iv) *Other Qualifications :*

- Must be a citizen of Sri Lanka ;
- Should have an excellent character ;
- Should have completed all the requirements for recruitment to the post by the closing date of applications ;
- Be fluent in English.

#### 3. *Terms and Conditions of Employment and the Service :*

(i) This post is permanent and pensionable. Should be subjected to policy decisions taken in due course by the government on the pension scheme entitled by you. Contribution should be made to the Widows' and Orphans' Pension Fund. You should pay the contribution specified by the government from time to time.

(ii) This appointment is subject to 03 years probationary period. Within 03 years after appointment the first efficiency bar examination should be passed.

(iii) As per the Public circular No. 01/2014 dated 21.01.2014 all officers recruited should acquire the relevant proficiency in the other official language within a period of 05 years in addition to the official language through which they enter the service and the officers recruited in a language which is not an official language should acquire the proficiency of the relevant official language.

(iv) This appointment should be subjected to the procedural rules of the Public Service Commission, the Establishment Code of the Democratic Socialist Republic of Sri Lanka, Financial Regulations of the Government and to the other departmental regulations..

4. *Age limit.*– Should not be less than 21 years of age and not more than 45 years of age as at the closing date of applications. (This maximum age limit does not apply for the internal applicants.)

5. *Salary scale.*– This post is entitled a monthly salary scale of Rs.47,615- 10 x 1,335 - 8 x 1630 - 17 x 2,170 - Rs. 110,895 (monthly) You are paid the salaries in conformity with provisions of the Public Administration Circular No. 03/2016 dated 25.02.2016 as stated Schedule II therein - SL-1-2016)

06. Following marking Scheme is based for the structured interview.

Serial No.	Subject	Marks	Highest marks
01	Additional educational qualifications		25
	Post Graduate Degree in the relevant field obtained from a university recognized by the University Grant Commission	25	
	Post Graduate Diploma or Post Diploma in Law (not less than one year) in the field provided by an institution recognized by the government	20	
	Having obtained a Degree in Law from a University recognized by the University Grant Commission (UGC)		
	• For a first class Honors	15	
	• For a upper second class honors	10	
	• For a lower second class honors	05	
	For a first class pass in Law College final year		
	For a second class pass in Law College final year	10	
	<b>Note:</b> 5 marks should be awarded only for those who passed the final examination with honors.	05	
	(Maximum marks are given only for one qualification )		
2	Additional professional experience		35
	i. Additional professional qualifications	10	
	For a diploma in the relevant field with a duration of more than one year obtained from an institute recognized by the government (10 marks per each diploma)		
	For a diploma in the relevant field with a duration of more than 06 months and less than one year obtained from an institute recognized by the government (05 marks per each diploma)		
	For a certificate course in the relevant field with a duration of more than 03 months and less than 06 months obtained from an institute recognized by the government (03 marks per each diploma)		
	(Other certificates than that were given marks under No.01)		

Serial No.	Subject	Marks	Highest marks
2	<p>ii. Additional experience</p> <p>Experience as an Attorney-at-Law in public or private sector</p> <ul style="list-style-type: none"> <li>- 05 per one year and maximum marks 25</li> <li>- More than 06 months and less than one year: 02 marks.</li> </ul> <p>(Except the 03 year service functioned as an Attorney-at-Law to get the basic qualification.)</p> <p>(Additional experience should be confirmed by a certificate obtained from an Attorney-at-Law who have completed not less than 20 years or President Counsel or Judge)</p> <p>(Heads of institutions should certify the additional experience for Public Officers or Private Sector Officers who have completed the above qualifications with a Certificate of Service / Certificate that the applicant is working in a legal position.)</p>	25	
03	<p>Knowledge in Information Technology</p> <p>For a degree where Information Technology has studied as a main subject and obtained from a university recognized by the UGC</p> <p>For a Diploma in Information Technology with duration of not less than 01 year in an institute recognized by the government or 1500 hours.</p> <p>For a certificate course in Information Technology obtained from an institute recognized by the government</p> <ul style="list-style-type: none"> <li>• 06 months/ 720 hours</li> <li>• 03 months/ 360 hours</li> </ul> <p>(Marks are given only for the maximum qualification)</p>	10 10 07 05 03	10
04	<p>Language proficiency</p> <p>Post Graduate Degree/Degree/LLM/LLB in English medium (Answers in all the relevant answer scripts should be in English medium.)</p> <p>For a Diploma in English Language at a university recognized by the University Grants Commission or a recognized government institution (01 year or 1500 hours)</p> <p>For a Certificate course in English Language at a university recognized by the University Grants Commission or a recognized government institution</p> <ul style="list-style-type: none"> <li>- 06 months / 720 hours</li> <li>- 03 months/ 360 hours</li> </ul> <p>(Marks are given only for the maximum qualification )</p>	15 10 07 05	15
05	<p>Skill at the interview</p> <ul style="list-style-type: none"> <li>i. General knowledge and intelligence</li> <li>ii. Knowledge in modern trends in the sphere of Law</li> <li>iii. Communication skills and good personality</li> </ul>	05 05 05	15
Total			100

7. *Identity of the candidates.*– Only the candidates who have submitted duly filled applications are called for the structured interview. The original certificates and duly certified copies should be submitted.

The following are accepted to prove the identity of the candidate at the structured interview :

- (i) Valid identity card issued by the Commissioner of Registration of Persons.
- (ii) Valid passport .

8. *Method of submitting applications :*

- (i) Applications should be sent by registered post to be received on or before 19.08.2019 delayed applications will be rejected.

Secretary,  
Co-operative Employees Commission,  
No.100 1/1,  
Lady Lochore Loan Fund Building,  
Sir Chittampalam A. Gardiner Mawatha,  
Colombo 02.

- (ii) A specimen application to be forwarded is attached at the end of this notice. Applicants should prepare their applications on A4 sheets to contain No. 01 – 08 on the first page and the rest from No: 09 – 12 on the second page and the rest on the third page and complete it in their own handwriting.
- (iii) The top left hand corner of the envelop should mention the “Application for the post of Legal Officer of the Co-operative Employees Commission”
- (iv) Signature of the Applicant should be attested by a principal in a Government School/ Justice of the Peace / Commissioner for Oaths/ Attorney – at –Law / Public Notary/ Commissioned Officer in the Tri-Forces or an Officer who holds a permanent post in the government who earns a monthly salary of Rs. 47,615.00/- or more.
- (v) The officers of those who are presently employed in the Public Service or Provincial Public Service should submit their applications through their Head of Departments.
- (vi) Applications which have not been submitted in conformity with the specimen application form attached herein will be rejected. Complaints

regarding lost or delayed applications will not be pertained.

9. *Furnishing false particulars.*– If any of particulars furnished by you are found to be false or erroneous before recruitment, your candidature will be cancelled. If such falsehood or error is detected after recruitment, actions will be taken to dismiss from Service subject to the relevant procedures.

10. The Public Service Commission reserves the right either to fill or not to fill the vacancies in the Post.

11. If any non-conformity among the Sinhala, Tamil and English notices of this *Gazette* Notification the Sinhala version should be enforced.

12. If a problem arisen regarding any matter not covered by this Notice or within the procedure of recruitment the decision taken in that regard by the Public Service Commission is the final.

By Order of the Public Service Commission,

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

22nd July, 2019.

SPECIMEN APPLICATION FORM

(For office use)

PUBLIC SERVICE COMMISSION

APPLICATION FOR RECRUITMENT FOR THE POST OF LEGAL  
OFFICER (EXECUTIVE OFFICER GRADE III) CO-OPERATIVE  
EMPLOYEES COMMISSION

Medium of language for the interview	Sinhala	
	Tamil	
	English	

01. Name of the Applicant :

- (i) Name with initials putting at the end of the name :\_\_\_\_\_ . (In block capitals)
- (ii) Full Name (In block capitals) :\_\_\_\_\_ .
- (iii) Full Name (In Sinhala / Tamil) :\_\_\_\_\_ .

## 02. Address and Telephone Number:

- (i) Official Address : \_\_\_\_\_.  
Telephone numbers : \_\_\_\_\_.
- (ii) Private Address : \_\_\_\_\_.  
Telephone Number: Mobile : \_\_\_\_\_, Home : \_\_\_\_\_.

03. Date of Birth: Year : \_\_\_\_\_, Month : \_\_\_\_\_, Date : \_\_\_\_\_.

## 04. Age at closing date of applications :

Years : \_\_\_\_\_, Months : \_\_\_\_\_, Days : \_\_\_\_\_.

05. NIC Number : \_\_\_\_\_.

06. Gender : \_\_\_\_\_.

07. Whether Married/Unmarried/Widowed : \_\_\_\_\_.

## 08. Educational Qualifications :

- (i) Post graduate degree /degree in Law, university obtained, grade, valid date and medium : \_\_\_\_\_.
- (ii) Date sworn in as an Attorney-at-Law in Supreme Court : \_\_\_\_\_.

## 09. Professional Qualifications :

<i>Examination/Diploma</i>	<i>Year</i>	<i>Duration</i>	<i>Subjects</i>	<i>Grade</i>	<i>Name of the institute / university</i>

## 10. Details about job experience (Service certificate should be submitted)

<i>Institution served</i>	<i>Designation and salary code and salary scale</i>	<i>Period of service</i>

## 11. Skills obtained on Computer Literacy :

- (i) Degree : \_\_\_\_\_.
- (ii) Diploma (Name and duration) : \_\_\_\_\_.
- (iii) Certificate course (Name and duration) : \_\_\_\_\_.

## 12. Proficiency in English Language :

- (i) Degree : \_\_\_\_\_.
- (ii) Diploma (Name and duration) : \_\_\_\_\_.
- (iii) Certificate course (Name and duration) : \_\_\_\_\_.

13. Have you ever been charged for any criminal offense by Court of Law? : \_\_\_\_\_.

I hereby certify that the particulars furnished in this application by me are true and accurate. I am also aware that any particulars contained herein are found to be false or erroneous before recruitment, I am liable to be disqualified and if such falsehood or error is found after recruitment, will be subjected to be dismissed from Service without paying any compensation.

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

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

14. Attestation of the signature of the applicant:

I hereby certify that the candidate Mr./Mrs./Ms ..... (Name in full) is personally known to me, and placed his/her signature before me on.....

\_\_\_\_\_,  
Signature of the person attesting the signature of the applicant.

Name of the person attesting the signature of the applicant :\_\_\_\_\_.  
Designation :\_\_\_\_\_.  
Address :\_\_\_\_\_.  
Date :\_\_\_\_\_.

15. Certification of the Head of the Department/Institution :  
(Applicable only to those who are already in the public service)

I hereby certify that the candidate Mr./Mrs./Ms. .... is serving in the post of ..... at present and further certify that his/her works, attendant and conduct is satisfactory, no any disciplinary action against him/her and has not intended to do so. It can / cannot be released him/her from the Service if selected for this post.

\_\_\_\_\_,  
Signature and the official stamp of Head of the Department.

Name of the officer attesting the signature :\_\_\_\_\_.  
Designation :\_\_\_\_\_.  
Address :\_\_\_\_\_.  
Date :\_\_\_\_\_.