

PUBLIC SERVICE COMMISSION

Department of Cooperative Development

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

APPLICATIONS are called from citizens of Sri Lanka with qualifications specified in this notice to fill one (01) vacancy in the Executive Category post of Legal Officer of the Department of Cooperative Development which comes under the purview of the Ministry of Industry & Commerce, Resettlement of Protracted Displaced Persons, Cooperative Development and Vocational Training and Skills Development.

01. *Method of Recruitment.* – The applicant who obtained maximum marks based of the results of an Eligibility Evaluation Interview conducted by an Eligibility Evaluation Interview Board appointed by Public Service Commission out of applicants who have completed qualifications specified in the notice will be recruited to fill the existing vacancy. The Eligibility Evaluation interview will be held in conformity with the marking scheme (specified under No. 06) approved by Public Services Commission.

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

02. *Qualifications :*

(i) *Educational / Professional Qualifications :*
Should have taken oath as an Attorney-at-Law of the Supreme Court of Sri Lanka.

(ii) *Experience :*

Should have an active professional service period not less than three (03) years after taking oaths as an Attorney- at-Law of the Supreme Court of Sri Lanka. (Term of experience, date and official seal should be clearly placed in the documents which are presented to prove active professional experience) ;

or

Should have experience in respect of following duties in the legal sector of a public institute not less than three (03) years after taking oaths as an Attorney- at- Law of the Supreme Court of Sri Lanka.

- (1) Legal affairs related to court cases and coordinating with the Department of Attorney General.
- (2) Legal affairs related to agreements.
- (3) Legal affairs related to relevant statutes.
- (4) Formulation of legal documents such as Bills, Circulars and Regulations.
- (5) Affairs related to legal inquiries conducted by various institutes.

(These particulars shall be confirmed by a certificate issued by the Secretary /Head of the Department)

(iii) *Physical Qualifications :*

Every applicant should be physically and mentally fit to serve in any part of the island and to perform duties of the post.

(iv) *Other Qualifications :*

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

03. *Service Occupying Conditions and Service Conditions :*

- (i) This post is permanent and pensionable. You will be subject to any policy decision that will be taken by the government on your pension scheme. You shall contribute for the Widows'/ Widowers' and Orphans' Pension scheme. You should make contribution time to time as ordered by the government.
- (ii) 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.
- (iii) Every Officer should obtain the proficiency in the other official language apart from the language he / she has been recruited to the post before exceeding five years from the appointment and the officers who have been recruited in a medium other than an official language should obtain required proficiency

in official languages within their probationary period as per the provisions of Public Administrative Circular 01/2014 dated 21.01.2014 and circulars incidental thereto.

(iv) This appointment is also subject to the procedural rules of Public Services Commission, Establishments Code of the Democratic Socialist Republic of Sri Lanka and other orders of the Department.

04. *Age Limit.*– The applicant should not be less than 21 years and not more than 45 years of age.

05. *Salary Scale.*– This post is entitled to a (monthly) Salary Scale of Rs. 47,615-10x 1335-8 x1630 - 17 x 2170 - Rs. 110,895/-. (Salary segment SL-1-2016 of P.A.C No. 03/2016 dated 25.02.2016. Your salaries will be paid in terms of provisions in the Schedule II of the said circular).

06. *Marking Scheme for the Structured Interview :*

Serial No.	Subject	Marks	Maximum Marks
01.	<p>Additional Educational qualifications :</p> <p>Post Graduate Degree in relevant field obtained from a university recognized by the University Grants Commission.</p> <p>Post Graduate Diploma in relevant field or Post Graduate Diploma in law offered by a government recognized institute (a Diploma not less than one year)</p> <p>Degree in Law obtained from a university recognized by the University Grants Commission.</p> <ul style="list-style-type: none"> • First Class • Second Class (upper) • Second Class (Lower) <p>First Class in the final year of Law College</p> <p>Second Class in the final year of Law College</p> <p><i>Note:</i> 05 marks should be given only First Class is obtained in the final exam) (marks only for maximum qualification)</p>	<p>25</p> <p>20</p> <p>15</p> <p>10</p> <p>05</p> <p>10</p> <p>05</p>	25
02	<p>Additional Professional Qualifications :</p> <p>i. A diploma of more than one year in the relevant field offered by a government recognized institute (10 marks for each Diploma)</p> <p>Diploma of more than 06 months and less than one year in the relevant field offered by a government recognized institute (05 marks for each Diploma)</p> <p>Certificate course of more than 03 months and less than 06 months in the relevant field offered by a government recognized institute (03 marks for each certificate course)</p> <p>(For the certificates obtained marks other than under No. 01)</p> <p>ii. Additional Experience :</p> <p>Experience as Attorney at Law in public or private sector:</p> <ul style="list-style-type: none"> - Maximum 25 marks - five marks per each year - More than 06 years and less than one year: 02 marks <p>(Excluding the three years of service period engaged in service as an Attorney at Law, to acquire basic qualifications.)</p>	<p>10</p> <p>25</p>	35

Serial No.	Subject	Marks	Maximum 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)		
04	Proficiency in Information Technology : For Possessing a degree including Information Technology as a core subject from a university recognized by the University Grants Commission A diploma in information technology not less than one (01) year or 1500 hours from a government recognized institute A certificate course in Information Technology of 06 months/ 720 hours 03 months / 360 hours from a government recognized institute. (Marks will be given only for the maximum qualification).	10 07 05 03	10
05	Proficiency in English Language Post Graduate Degree/Degree/Post LLB Degree /LLB Degree studied in English medium. (All relevant examination papers should be answered in English medium) English Language Diploma from a university recognized by the University Grants Commission or a government recognized institution. (01 year or 1500hrs) English Language Certificate course from a university recognized by the University Grants Commission or a government recognized institute. - 06 months / 720 hours - 03 months / 360 hours	15 10 07 05	15
	Marks to be given by Interview Board for skills i. General Knowledge & Intelligence ii. Knowledge in the modern trends in legal sector iii. Fluency in speaking and good personality	05 05 05	15
	Total Marks		100

07. *Identity of Candidate.* – Only applicants who have submitted applications complete in every aspect will be called for the structured interview. Originals and duly certified copies of all the certificates should be submitted at the interview.

Any of the following documents will be accepted to confirm the identity at the structured interview.

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

08. *Method of Application :*

- (i) Applications should be sent by registered post to reach the following address on or before 06.09.2019. Applications received after the due date will be rejected.

Commissioner of Cooperative Development and Registrar of Cooperative Societies
Department of Cooperative Development,
No. 330,
Union Place,
Colombo 02.

- (ii) A specimen application is given at the end of the of this notification. Applicants should prepare their applications using A4 size papers as No. 1.1 to No. 5.1 in the first page, No.5.2 to No.7 in the second page and No. 8 to 9 in the third page in applicant's own hand writing.
- (iii) "Application for the post of Legal Officer in the Department of Cooperative Development " 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/ a Commissioner of Oaths / an Attorney-at-Law/a Public Notary / Commissioned Officer of three armed forces, a Gazetted Police or an 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 or Provincial Public Services, should forward their applications through the respective Heads of their Departments 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 applications.

09. *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 the 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 a case of any inconsistency among the Sinhala, Tamil and English texts of this *gazette* notification, the Sinhala text shall prevail.

12. Applicants who have applied for this post as per the news paper advertisement dated 20.09.2018 should apply again.

13. The decision of the Public Service Commission will be the final, in case of any matter not specified in this notification or any issue that may arise within this recruitment procedure.

By Order of the Director General of Combined Services,

Secretary,
Ministry of Industry and Commerce, Resettlement of Protracted Displaced
Persons, Cooperative Development and Vocational Training and Skills Development.

On 02nd August, 2019.

SPECIMEN FORM OF APPLICATION

DEPARTMENT OF COOPERATIVE DEVELOPMENT WHICH COMES UNDER THE PURVIEW OF THE MINISTRY OF INDUSTRY & COMMERCE,
RESETTLEMENT OF PROTRACTED DISPLACED PERSONS, COOPERATIVE DEVELOPMENT AND VOCATIONAL TRAINING AND SKILLS
DEVELOPMENT

RECRUITMENT FOR GRADE III OF THE POST OF LEGAL OFFICER SERVICE

For Office Use Only

Medium :

Sinhala - 2 /Tamil - 3 /English - 4
Medium cannot be change

- 1.0. 1.1 Name with Initials (Mr./Mrs/Ms) : _____.
(Sinhala / Tamil)
Ex.GUNAWARDHANA.M.G.B.S.K.
- 1.2. Name with Initials : _____.
(English capital letters)
- 1.3 Full Name : _____.
(Sinhala / Tamil)
- 1.4 Full Name : _____.
(In English block capitals)
- 2.0 2.1 Permanent Address : _____.
(Sinhala / Tamil)
- 2.2 Permanent Address : _____.
(In English block capitals)
- 2.3 Telephone Number : _____.
- 3.0. 3.1 Sex : Male -0
Female -1
- 3.2. Civil Statues: Married -1
Unmarried -2
- 3.3. Date of Birth :-
Year : Month : Date :
- 3.4 Age as at 06.09.2019 :-
Years : Months : Days :
- 3.5 NIC No. :
- 4.0 4.1. Details of the Qualifications :
Which is required by Recruitment advertisement
: _____.
Award Obtain Institution : _____.
Date of Award : _____.
Date of Take an Orth as a supreme court Lawyer
: _____.
- 4.2. Details of the Qualifications Which is required
under No. 06 of the Recruitment advertisement
: _____.
- 4.3. Extra Educational Qualifications : _____.
- 4.4. Extra Professional Qualifications : _____.
- 4.5. Experiance : _____.
- 4.6. Language Skills : _____.
- 4.7. Details of the Information Technology Skills
: _____.
- 5.0 Have you been convicted by a Court of Law for any
offence? (Tick (✓) the relevant cage) (If yes explain):
Yes No

6.0. Certification of the Candidate :

I do hereby honorary declare that the particulars furnished above are true to the best of my knowledge. I agree to bear any loss that may occur because of not completing a part of this and / or completing inaccurately. Further, I declare that I have completed all the parts accurately.

I know that the statement in the application which is found to be false will make me liable disqualification if the it is detected before the selection and for dismissal if detected after the selection. I shall not change any particulars stated in this subsequently.

_____,
Signature of the Applicant.

Date : _____.

7.0 Attestation of the Applicant's Signature :

I, certify that I personally know (Name in Full) Mr/ Mrs/Ms presenting this application is presently known to me and he put his signature before me on

_____,
Signature and frank of the Attester.

Date : _____.

Full Name of the Attester : _____.

Designation : _____.

Address : _____.

(Should be attested by the official frank)

8.0 Certificate of the Head of the Institute :

I hereby recommend and submit the application of Mr. who is serving in this Ministry /Department / Institute as and he could be released from the present post, if selected for this appointment.

Signature of the Head of the Institute : _____.

Date : _____.

Name : _____.

Designation : _____.

Address : _____.

(Should be attested by the official frank)