



PUBLIC SERVICE COMMISSION

Department of Animal Production and Health

RECRUITMENT ON OPEN BASIS FOR THE POST OF LEGAL OFFICER (GRADE III OF THE EXECUTIVE SERVICE CATEGORY) - 2020

APPLICATIONS are invited from the citizens of Sri Lanka those who have fulfilled the qualifications asked for in this notification in order to fill vacancies in the post of Legal Officer in Grade III of the Executive Service Category existing in the Department of Animal Production and Health which is under the Ministry of Mahaweli, Agriculture and Irrigation and Rural Development.

01. *Mode of Recruitment.* – Out of the applicants those who have fulfilled the qualifications stated in this notification, the applicant who scores the highest marks at the eligibility evaluation interview conducted by a board of panel appointed

by the Public Service Commission will be recruited for this post. The eligibility evaluation interview will be conducted in compliance with the marking scheme (stated under No. 06) approved by the Public Service Commission.

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

02. *Qualifications required :*

- (i) *Educational/Professional Qualifications.*– Should have taken oaths as a Lawyer of the Supreme Courts.
- (ii) *Experience.*– Should have an active professional experience of not less than 03 years after taking oaths as a Lawyer of the Supreme courts (Duration, date and official seal should be clearly indicated in the documents to be submitted to the Board of Interview to support the active professional experience)

or

Candidate should have gained experience of not less than 03 years in the legal field, in a Government Institution, relevant to the following tasks after taking oath as an Attorney at Law of the Supreme Court :

- (a) Legal actions in respect of cases and coordinating with the Attorney General's Department,
 - (b) Legal activities connected with agreements,
 - (c) Legal activities connected with relevant Acts and Ordinances,
 - (d) Compilation of legal documents such as draft of bills, circulars, regulations,
 - (e) Laws imposed by various Statutory Institutions, court procedures or investigations (These facts should be confirmed by a certificate issued by the Secretary, Head of the Department).
- (iii) *Physical Fitness.*– 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 :*
 - (i) Applicants should be citizens of Sri Lanka,
 - (ii) Should be of excellent character,
 - (iii) Should have satisfied all required qualifications as at the closing date of applications.

03. *Terms of Engagement and Service Conditions :*

- (i) This post is permanent and pensionable. You are subject to policy decisions taken by the Government in the future in respect of the pension scheme you are entitled to. Selected candidate should contribute to the Widows' and Orphans/Widowers' and Orphans Pension Scheme (W&OP) as specified by the Government from time to time.
- (ii) This appointment is subject to a 03 probation period. As per the scheme of recruitment the selected candidate should pass the 1st Efficiency Bar Examination within 03 years of recruitment to the post.
- (iii) Candidate should acquire the proficiency in other official language in addition to the language in which he/she joined the service within 05 years from the date of appointment as per Public Administration Circular No. 01/2014 dated 21.01.2014. Candidates, who joined the service in a language medium which is not an official language, should acquire the proficiency in the prescribed official language within the probation period.
- (iv) This appointment is subjected to the Procedural Rules of the Public Services Commission, Establishments Code of the Democratic Socialist Republic of Sri Lanka, Financial regulations of the Government and other Departmental orders.

04. *Age Limit.*– Applicants should not be less than 21 years and not more than 45 years as at the closing date of the applications.

05. *Salary Scale.*– This post is entitled to a Salary Scale of (monthly) - Rs. 47,615 -10x1,335 -8x1,630 -17x2,170 - Rs. 110,895. (Salary segment is SL-1-2016 of P. A. C. No. 03-2016 and dated 25.02.2016. Salaries will be paid in terms of the Schedule II of the provisions of this circular).

06. Below mentioned marking Scheme will be based for the eligibility evaluation interview.

No.	Subject	Marks	Maximum Marks
1	<p>Additional Educational Qualifications :</p> <p>Post Graduate degree relevant to the field of Law obtained from a University recognized by the University Grants Commission</p> <p>Post Graduate Diploma in relevant field or Post Diploma in law issued by an institute recognized by the government (not less than one year)</p> <p>Degree in Law obtained from a university recognized by University Grants Commission :</p> <ul style="list-style-type: none"> * For First Class * For Second Class Upper * For Second Class Lower * For General Degree in Law <p>For First Class in the final year of Law Collage</p> <p>For Second Class in the final year of Law Collage</p> <p><i>Note.</i>– 05 Marks should be allocated if the candidate has passed the final exam with Honors (Marks will be given only for one maximum qualification)</p>	<p>25</p> <p>20</p> <p>15</p> <p>10</p> <p>07</p> <p>05</p> <p>10</p> <p>05</p>	<p>25</p>
02	<p>Additional Professional Experience :</p> <p>i. Additional Professional Qualifications :</p> <p>For a diploma of which the duration is more than 01 year in the relevant field of Law offered by an institution recognized by the Government. (10 marks per Diploma)</p> <p>For a Diploma of which the duration is more than 06 months and less than 01 year in the field of Law offered by an institute recognized by the government. (05 marks per Diploma)</p> <p>For a certificate course of which the duration is more than 03 months and less than 06 months in the field of Law offered by an institute recognized by the government (03 marks per certificate course)</p> <p>(Certificates other than those for which marks were allocated under No. 01)</p> <p>ii. Additional Experience :</p> <p>Experience mentioned in 2(ii) of the notification to call applications (Other than the 03 year service period which is a requisite to fulfill the basic qualification)</p> <ul style="list-style-type: none"> – 25 marks as 05 marks per year – More than 06 months and less than 01 year : 02 marks <p>* Additional qualification should be proved by a certificate obtained from an Attorney-at-Law or a President's Counsel or a Judge who has completed a service period of not less than 15 years. (Service period should be stated in the certificated itself which is issued for the applicant)</p>	<p>10</p> <p>25</p>	<p>35</p>

No.	Subject	Marks	Maximum Marks
	* In the event of certifying additional experience of a government officer or a private sector officer who has completed above mentioned qualifications, relevant Head of the Institute should prove it by a service certificate/certificates that the applicant is serving in a post of legal field.		
04	Knoweldge on Information Technology For Information Technology as a main subject for a degree offered by a University recognized by University Grants Commission For a Diploma Course in Information Technology of 01 year/ not less than 1500hrs offered by an Institute recognized by the government For a Certificate Course in Information Technology offered by an Institute recognized by the Government – 06 months/720 hrs – 03 months/360 hrs (Marks will be given only for the maximum qualification)	10 07 05 03	15
05	Language Proficiency Post Graduate/Degree/Post LLB Degree/LLB studied in English medium (All relevant exam papers answered for should be in English medium) For a Diploma Course in English of which the duration is 01 year/not less than 1500 hrs obtained form a University recognized by University Grants Commission or from an Institute recognized by the government. For a Certificate Course in English from a University recognized by the University Grants Commission or from an Institute recognized by the Government. - 06 months/720 hrs - 03 months/360 hrs (Marks will be given only for the maximum qualification)	15 10 07 05	15
06	Performance at the interview : i. General knoweldge and intelligence ii. Knoweldge on modern trends in the legal field iii. Capacity in expression of ideas clearly and personality	05 05 05	15
	Total Marks		100

Note.– If relevant time duration is not stated in the certificates which are submitted at the eligibility evaluation interview, it is the responsibility of the candidate, in respect of such certificates ; to submit wirtten documents on the time duration proved by respective Institutions. Certifictaes in which the time duration is not stated or not verified will not be considered to allocate marks.

07. *Identity of Candidates.*– Only the candidates who have submitted applications which are completed in all aspects will be called for the interview that is conducted to check the eligibility.

Originals and duly certified copies of all certificates should be submitted at the interview.

Any of the following should be submitted to prove the identity of the candidate at the interview :

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

08. *Submission of applications :*

- (i) Applications should be sent by registered post to reach the below mentioned address on or before 03.04.2020. Applications received after the closing date will be rejected.

Director General,
Dept. of Animal Production and Health,
P. O. Box 13,
Gatambe,
Peradeniya.

- (ii) Specimen of the application to be submitted is attached at the end of this notification. Candidates should prepare themselves the application on A4 size paper including No. 1.1 to 3.1 on first page and No. 3.2 to 4.7 on second page and No. 5 to 8 on the third page. The applicant should fill the application in his/her own handwriting.

- (iii) The words "Application for the post of Legal Officer- Grade III" should be indicated on the top left corner of the envelope in which the application is enclosed.

- (iv) Signature of the candidate on 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 three armed forces/an officer holding a permanent post in public service and receiving a monthly consolidated salary of Rs. 47,615.

- (v) Candidates those who are already in Public or Provincial Public Service should submit their applications through the relevant Head of Institution.

- (vi) Applications, which are not in compliance with the specimen attached herewith, will be rejected. No complain on the applications lost or delayed will be entertained.

09. *Furnishing false information.*– If any information furnished in the application is found to be false or incorrect before recruitment, your candidature, will be cancelled. If so found after recruitment, you are liable to be dismissed from service subject to relevant action.

10. Right of filling or not filling the vacancies is vested in the Public Services Commission.

11. In case of any inconsistency or contradictory among the texts in Sinhala, Tamil and English in this *Gazette* notification, the Sinhala text shall prevail.

12. The decision of the Public Service Commission will be final in respect of any issue arisen on certain matter not mentioned in this notification or this process for recruitment.

On the order of the Public Services Commission,

Secretary,
Ministry of Mahaweli, Agriculture and
Irrigation and Rural Development.

January, 2020.

SPECIMEN APPLICATION

RECRUITMENT TO THE POST OF LEGAL OFFICER OF THE
DEPARTMENT OF ANIMAL PRODUCTION AND HEALTH UNDER THE
MINISTRY OF MAHAWELI, AGRICULTURE AND IRRIGATION AND
RURAL DEVELOPMENT

(For office use only)

(Indicate the number relevant to the medium applied for in the cage)

Sinhala - 2/ Tamil - 3/ English - 4

Note.– The medium cannot be changed once it is applied.

1.0 1.1 Name in Full (Mr./Mrs./Ms.) : _____.
(In Sinhala/Tamil)
E.g. : GUNAWARDHANA, M. G. B. S. K.

1.2 Name in Full : _____.
(In English block letters)

1.3 Name with initials (Mr./Mrs./Ms.) : _____.
(In Sinhala/Tamil)

1.4 Name with Initials : _____.
(In English block letters)

2.0 2.1 Permanent Address : _____.
(In Sinhala/Tamil)

2.2 Permanent Address : _____.
(In English block letters)

2.3 Telephone No. : _____.

3.0 3.1 Gender :
 Male - 0
 Female - 1
 (Write the relevant number in the cage)

3.2 Civil Status :
 Married - 1
 Unmarried - 2
 (Write the relevant number in the cage)

3.3 Date of Birth :
 Year : Month : Date :

3.4 Age as at 2020 :
 Years : Months : Days :

3.5 NIC No. :

4.0 4.1 Particulars of qualifications possessed for applying for the interview as per the notification for calling applications :

<i>Institution from where qualifications obtained</i>	<i>Date</i>
.....
.....

The date of taking oaths as an Attorney-at-Law of the Supreme Court.

- 4.2 Particulars pertaining for possessing each qualification as per No. 06 of the notification for calling applications :_____.
- 4.3 Additional educational qualifications :_____.
- 4.4 Additional professional qualifications :_____.
- 4.5 Additional experience :_____.
- 4.6 Proficiency in languages :_____.
- 4.7 Knowledge in information technology :_____.

5.0 Have you ever been found guilty by a Court of Law ?
 (Indicate (✓) in relevant cage) (If the answer is yes, give particulars)

Yest	No
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6.0 Certificate of the candidate :
 I hereby declare that particulars furnished by me in this application are true and correct and all the parts of the application are correctly completed. I am aware that if any particular contained herein is found to be false I am liable to disqualification before appointment and to dismissal from service if the inaccuracy is detected after appointment. Further I hereby agree to abide by all conditions.

Date :_____, _____,
 Applicant's Signature.

7.0 Attestation of the signature of the candidate :
 I hereby certify that Mr./Mrs./Miss who submits this application is known to me personally and that he/she placed his/her signature in my presence on.

Date :_____, _____,
 Signature of the officer attesting the signature.

Name in full :_____.
 Designation :_____.
 Date :_____.
 (To be confirmed by the official stamp)

8.0 Recommendation of the Head of Department :
 It is hereby certified that the above mentioned Mr./Mrs./Miss is serving in this institution and further the particular furnished by him/her are correct. Further it is certified that his/her work, attendance and conduct are satisfactory and no charge has been made against the officer and the officer can be released from the service of this institution, if he/she is selected to the aforesaid post.

_____,
 Signature of the Head of the Department/Institution.

Name :_____.
 Designation :_____.
 Address :_____.
 Date :_____.
 (Place the Official stamp)

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