



RECRUITMENT FOR THE POST OF LEGAL OFFICER OF THE MERCHANT SHIPPING SECRETARIAT OF THE MINISTRY OF PORTS AND CIVIL AVIATION - 2026

APPLICATIONS are invited from Sri Lankan citizens who fulfill the qualifications specified in Section 02 of this notice for the post of Legal Officer of the Merchant Shipping Secretariat under the Ministry of Ports and Civil Aviation.

<i>Post</i>	<i>Number of Vacancies</i>
01. Legal Officer	01

Closing Date for Applications: - 12.10.2026

01. Method of Recruitment:

Candidates who have completed the qualifications specified in this notice and obtain the highest marks at a structured interview conducted by a structured board appointed by the Public Service Commission shall be recruited on a permanent basis. The marking scheme for the structured interview, as approved by the Public Service Commission, is provided under Section 05 of this notice.

02. Required Qualifications:

(i) Educational Qualifications, Experience and Other Qualifications

<i>Post</i>	<i>Educational Qualifications</i>	<i>Experience and Other Qualifications</i>
Legal Officer	Should have been sworn in as an Attorney-at-Law of the Supreme Court.	Should have gained not less than three (03) years of active professional experience after being sworn in as an Attorney-at-Law of the Supreme Court.

(I) **Physical Fitness**

Every candidate shall be of sound physical and mental fitness to serve in any part of Sri Lanka and to perform the duties assigned to the post.

(II) **Age Limit**

Not less than 21 years - not more than 45 years.

(III) **Other Qualifications**

- Shall be a citizen of Sri Lanka.
- Applicant shall be of excellent character.

Note :- Applicants must have fulfilled all the above qualifications in every respect as of the closing day for applications.

03. Conditions of Employment and Service:

- This appointment shall be subject to the Procedural Rules of the Public Service Commission, the Establishments Code of the Democratic Socialist Republic of Sri Lanka, the Financial Regulations of the Government, other departmental orders, and the provisions and amendments already made or to be made in the future to the Recruitment Procedure pertaining to the posts of Legal Officer of the Merchant Shipping Secretariat of the Ministry of Ports and Civil Aviation.
- Changing the applied language medium will not be permitted later, and the language medium specified in the application shall be the medium through which the candidate qualifies for appointment.

04. Salary Scale:

SL 1-2025

82150-10 X 2400-8 X 2940-17 X 3900- Rs.195,970

05. The following marking scheme will be based on for the structured interview.

<i>Serial No.</i>	<i>Main Headings for Awarding Marks</i>	<i>Marks</i>	<i>Maximum Marks</i>
01	Additional Educational Qualifications - Postgraduate Degree in Law - Bachelor of Laws Degree - Other Postgraduate Degrees - Other Degrees - Higher Diplomas/Diplomas/Courses Note 01 – For items iii, iv, and v, a maximum of 02 courses will be considered. Note 02 – For qualifications i to iv, marks will only be awarded for degree certificates issued by a University or Degree-Awarding Institution recognized by the University Grants Commission. Note 03 – For item v, marks will only be awarded for certificates at SLQF Level 3 or 4.	10 08 06 04 02	25

<i>Serial No.</i>	<i>Main Headings for Awarding Marks</i>	<i>Marks</i>	<i>Maximum Marks</i>
02	Additional Professional Experience : Marks will be awarded for the period exceeding the time required for basic qualifications. I. Professional experience as an Attorney-at-Law (01 mark per 06 months and 02 marks per year) II. Professional experience as a Notary Public (0.5 marks per 06 months and 01 mark per year) III. Appearances in Supreme Court cases as an Attorney-at-Law IV. Appearances in Court of Appeal cases as an Attorney-at-Law V. Appearances in High Court cases as an Attorney-at-Law VI. Appearances in District Court cases as an Attorney-at-Law (The above qualifications must be supported by acceptable documentation)	20 10 08 06 04 02	35
03	Language Proficiency : 1. For the other National Language in addition to the medium of language: (i.) Diploma (ii.) Advanced Certificates (iii.) Certificates (iv.) G.C.E. Advanced Level (v.) G.C.E. Ordinary Level 2. English Language: (i.) Diploma (ii.) Advanced Certificates (iii.) Certificates (iv.) G.C.E. Advanced Level (Marks will be awarded only for the highest qualification in each language)	08 06 04 02 01 08 06 04 02	15
04	Knowledge Of Information Technology : For having followed Information Technology as a major subject for a degree from a university recognized by the University Grants Commission. For a Diploma course in Information Technology of not less than 06 months from a Government-recognized institution. For a Certificate course in Information Technology from a Government-recognized institution: – 03 months – 01 month	10 07 05 03	10
06	For the skills demonstrated at the interview.		15
	Total		100

(06) Identity of Candidates: -

- (I) Only the candidates who have submitted applications which are complete in every respect will be called for the structured interview.
- (II) Original copies of all certificates along with properly certified photocopies shall be produced at the interview.
- (III) The following identity documents will be accepted to prove identity at the interview:
 - (a) Valid National Identity Card issued by the Commissioner General of Registration of Persons.
 - (b) Valid Passport.

06. Submission of Applications

- (i) Applications shall be submitted by registered post to reach the following address on or before **12.10.2026**. Applications received after the closing date will be rejected.

Director General of Merchant Shipping,
Merchant Shipping Secretariat,
No. 79, Technical Junction,
Maradana Road,
Colombo 10.

- (ii) A specimen application form is provided at the end of this notice. Applicants shall prepare their applications on A4 size paper, ensuring that Page 01 includes items 01 to 09 and Page 02 includes items 10 to 15, and shall be completed in the Applicant's own handwriting.
- (iii) The top left-hand corner of the envelope containing the application shall be clearly marked as "**Application for the Post of Legal Officer.**"
- (iv) The applicant's signature on the application form shall be attested by a Principal of a Government School, a Justice of the Peace, a Commissioner for Oaths, an Attorney-at-Law, a Notary Public, a Commissioned Officer of the Armed Forces, or a permanent Government officer drawing a monthly salary of Rs. 82,150 or more as per Public Administration Circular 10/2025.
- (v) Officers currently employed in the Public Service or Provincial Public Service shall submit their applications through the Head of the Department where they are serving.
- (vi) Applications that do not conform to the specimen application form attached herewith will be rejected. No complaints regarding the loss or delay of applications will be entertained.

07. If any information mentioned in the application submitted by you is found to be false or incorrect before recruitment, your candidacy will be cancelled. If such false or incorrect information is revealed after recruitment, action will be taken to dismiss you from service, subject to relevant procedures.

08. The power to fill or not to fill the vacancies shall be vested with the Public Service Commission.

By order of the Public Service Commission,

W. W. S. MANGALA,
Secretary,
Ministry of Ports and Civil Aviation.

Ministry of Ports and Civil Aviation,
No. 19, Chaithya Road,
Colombo 01,
On this 13 day of August, 2026.

Specimen Application

APPLICATION FOR THE POST OF LEGAL OFFICER IN THE MERCHANT SHIPPING SECRETARIAT OF MINISTRY OF PORTS AND CIVIL AVIATION

Write the relevant medium
number in the box

(Sinhala – 1/Tamil – 2/English - 3)

Note: The medium of application cannot be changed.

(For Office use only)

01. Name of the Applicant :

(i.) Name with initials (Mr./Mrs./Miss) :
(E.g.- GUNAWARDHANA, H.M.S.K. (In English Capital Letters))

(ii.) Full Name (Mr./Mrs./Miss) :
.....
(In English Capital Letters)

(iii.) Full name :
(In Sinhala/Tamil)

02. Address and Telephone No. :

(i.) Official Address :
Phone Number :

(ii.) Permanent Address :
Phone Number :
Mobile Number :

03. Date of Birth :

Year : Month : Date :

04. Age as at 2026 : (Application Closing Date)

Year : Month : Days :

05. National Identity Card Number :

06. Gender :

07. Marital Status :

08. Educational Qualifications :

<i>Qualifications</i>	<i>Year obtained Qualifications</i>	<i>Subject Stream</i>	<i>Grade</i>	<i>Name of Institution</i>	<i>Remarks</i>

09. Professional Qualifications :

<i>Qualifications</i>	<i>Year obtained Qualifications</i>	<i>Subject Stream</i>	<i>Grade</i>	<i>Name of Institution</i>	<i>Remarks</i>

10. Particulars of Experience :

<i>Institute</i>	<i>Post</i>	<i>Functions of the Post in brief</i>	<i>Period of Service</i>	<i>Remarks</i>

11. Proficiency in Computer Literacy :

- (i.) Dgree :.....
(ii.) Diploma :.....
(iii.) Certificate Course :.....

12. Have you ever been convicted by a Court of Law?

I, hereby declare that all the information provided by me in this application is true and correct, that all the parts have been duly completed and that I am aware that I will be subject to disqualification if this declaration is found to be untrue prior to my selection and dismissal if such a situation is discovered after the selection.

.....
Date

.....,
Signature.

13. Attestation of the Signature of the Applicant :

I certify that Mr./Mrs./Misswho has submitted this application, is personally known to me and that he/she placed his/her signature on in my presence.

Name :
Designation :
Address :
Date :

14. Recommendation of Head of Department :
(Only for Public Service Applicants)

I certify that the above mentioned Mr./Mrs./Miss Sevicees at the Ministry/ Department/ Institute ofthat the information furnished by him/her is accurate, that work and attendance are satisfactory, that no allegations have been levelled against him/ her and that if he/ she is selected for the post, he/ she can be released from the service of this Institution.

.....
Date

.....,
Signature of Head of Department.
(Place the Official Stamp)