

**RECRUITMENT TO THE POST OF
TECHNICAL OFFICER (CIVIL) GRADE III
IN THE SRI LANKA TECHNICAL OFFICERS'
SERVICE OF THE MINISTRY OF JUSTICE
(OPEN BASIS) - 2021**

APPLICATIONS are invited from qualified applicants to recruit suitable persons to fill 07 vacancies in the post of Technical Officer (Civil) Grade III in the Sri Lanka Technical Officers' Service of the Ministry of Justice on open basis. Applications from certificate holders in the Civil Sector will only be considered. Application forms prepared as per the specimen form appended at the end of this notice should be sent by registered post to reach the "Secretary, Ministry of Justice, Superior Courts Complex, Colombo 12 on or before the closing date of applications mentioned below. The words "Recruitment to the Post of Technical Officer (Civil) Grade III in the Sri Lanka Technical Officers' Service of the Ministry of Justice (Open Basis)" should be written on the top left hand corner of the envelope containing the application form.

Closing date of Applications will be on 12.03.2021

Note: No allegation that an application form or a document respecting such form has been lost or delayed in the post can be considered. Applicants who delay their applications until the last day will do so at their own risk.

01. *Method of Recruitment.*– Recruitments will be made on the order of merit secured at the written examination to be conducted by an institution approved by the Commissioner General of examinations or the Secretary of the Ministry of Justice and as well as at the general interview to be conducted by interview board to be appointed by the Secretary to the Ministry of Justice.

02. *Terms of Engagement :-*

(i) This post is permanent.

Note: The pension scheme applicable to the post is subject to future policy decisions to be taken by the Government.

(ii) An officer recruited to this post is subject to a 03 year probation period and is required to pass the First Efficiency Bar examination before within the said 03 years.

(iii) An officer recruited to this post should, in terms of the Public Administration Circular

No.18/2020 and the Circulars issued incidental thereto, acquire the prescribed language proficiency within 05 years of appointing to this post. The officer who enters the public service in a medium of language other than in a medium of any of the official languages will require to reach within 03 years a requisite standard of proficiency in one official language and within 05 years in the other official language.

(iv) This appointment will be subject to the Procedural Rules of the Public Service Commission, Establishment Code of the Democratic Socialist Republic of Sri Lanka, Financial Regulations and Departmental Orders and any other regulations.

03. *Salary Scale.*– In terms of the Public Administration Circular No.3/2016, this post with salary code MN-3-2016, carries a salary scale of **Rs. 31,040-10x445-11x660-10x730-10x750- Rs. 57,550.** (Per month) (Salaries will be paid in terms of Schedule II of the Public Administration Circular No.03/2016 dated 25.02.2026.)

04. *Qualifications :-*

(I) *Educational Qualifications :*

(a) Should have passed the G.C.E.(Ordinary Level) Examination in six subjects not more than two sittings with credit passes for Sinhala/Tamil/English Language, Mathematics, Science and one any other subject.

and

(b) Should have passed the G.C.E.(Advanced Level) Examination in all subjects in one setting with Physics, Combined Mathematics and Chemistry. (Except for Common General Test) (03 Passes in the same stream in one sitting under the Old Syllabus is treated sufficient.)

(II) *Vocational Qualifications :*

(a) National Diploma in Technology (Civil) conferred on by the University of Moratuwa or Hardy Institute of Ampara.

or

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(b) National Diploma in Engineering (Civil) conferred on by the National Apprentice and Industrial Training Authority.

or

(c) Higher National Diploma in Engineering (Civil) conferred on by the Ministry of Education and Higher Education.

or

(d) National Diploma in Technology (Civil) conferred on by the Open University of Sri Lanka.

or

(e) Successful completion of Part I of the Engineering Examination (Civil) conducted by the Sri Lanka Institute of Engineering.

or

(f) Any other Technological Qualifications equivalent in all respect to those referred to above, recognized by the Sri Lanka Tertiary and Vocational Education Commission with the concurrence of the Ministry of Higher Education and of the Institutions in whose authority the certificates referred to above have been issued.

or

(g) Successful completion of the National Vocational Qualifications (NVQ) Level 06 applicable to the field of employment.

5. *Experience.*– Special preference is given to service experience in the respective field.

06. *Physical fitness.*– Every applicant should be in good mental and physical order to serve in any part of the island and to discharge the duties and functions of the post.

7. *Other qualifications :-*

(i) Every applicant should be a citizen of Sri Lanka.

(ii) Every applicant should bear an excellent and exemplary moral character.

(iii) Applicants are considered to be eligible for the competitive examination only if the qualifications in all respect including the age

limit have been satisfied on or before the closing date of application mentioned in this notification.

8. *Age limit.*– The age should be not less than 18 and not more than 30 years as at closing date of applications.

9. *Method of Recruitment.*– Recruitment will be made on the order of merit secured at the competitive written examination and general interview. A similar number of applicants expected to be recruited are interviewed on the order of merit secured at the competitive written examination to be selected.

10. *Written examination :*

Subjects	Maximum marks	Pass marks
1. General Test	100%	40%
2. General Knowledge and Intelligence Test	100%	40%

11. *General Interview.*– Qualifications of the applicants will be checked by the interview board to be appointed by the Secretary to the Ministry of Justice.

12. Applications should be prepared on a A4 paper of 22x29 cm in size using both sides indicating items from 1 -12 on the first page and 13 onwards on the second and third pages. It should be filled by the applicant's own legible handwriting. Applications which are not in conformity with the specimen appended at the end of this notice or will be received after the closing date of acceptance of applications are liable to be rejected without notice. It is advisable for applicants to retain a copy of the application. Incomplete applications and applications of applicants who do not possess the prescribed minimum requirements will also be rejected. Applicants should therefore see that his/her application is perfect in all respect. Receipt of applications will not be acknowledged.

Important- (a) No any document or duplicate thereof is required be annexed to the application.

(b) Applications of the applicants in respect of whom the originals of the prescribed certificates are failed to be submitted when requested to do so will not be considered.

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(II) Applicants who are employed in the Public Service /Provincial Public Service. State Corporations, etc. should forward their applications through the respective Heads of the Departments.

13. *Examination Fee.*– Every applicant should deposit an examination fee in a sum of Rs.500/- to the credit of the Account No.1761001990251 84 in the Mid City Branch of the People's Bank in favour of the Secretary to the Ministry of Justice. The original of the receipt issued by the bank in proof of the payment should be affixed in the space provided for the purpose in the application.

Annexure 02

No.

(For office use only)

Specimen Application Form

RECRUITMENT TO THE POST OF TECHNICAL OFFICER (CIVIL) GRADE III IN THE SRI LANKA TECHNICAL OFFICERS' SERVICE OF THE MINISTRY OF JUSTICE (OPEN BASIS) - 2021

01. (a) Name with initials (in Sinhala/Tamil) :.....
Name with initials (in English Block Capitals) :.....
(b) Full Name (in Sinhala/Tamil) :.....
Full Name (in English Block Capitals):
02. Permanent Address (in Sinhala/Tamil) :.....
03. Permanent Address (in English Block Capitals) :-
04. Telephone Number :-
05. E-mail :.....
06. National Identity Card No. :-

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07. Sex :.....
08. Date of Birth: - Year : Month : Date :
09. Age as at the closing date of applications:- Years : Months : Days :
10. Nationality :
11. Marital Status :.....
12. Results of the G.C.E. (0/L) Examination :-

Index No. :..... Year :.....

Subject:-	Grade:-.....	Subject:-	Grade:-.....
Subject:-	Grade:-.....	Subject:-	Grade:-.....
Subject:-	Grade:-.....	Subject:-	Grade:-.....
Subject:-	Grade:-.....	Subject:-	Grade:-.....
Subject:-	Grade:-.....	Subject:-	Grade:-.....

14. Procedural rules of the Public Services Commission, Circulars that are now in force or may be issued from time to time in future and the conditions pertaining to scheme of recruitment to the post of Technical Officer in the Sri Lanka Technical Officers' Service of the Ministry of Justice shall be applicable to this post.

15. Filling of all these number of vacancies or any part thereof shall be at the discretion of the Secretary to the Ministry of Justice.

M. M. P. K. MAYADUNNE,

Secretary,

Ministry of Justice.

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13. Results of the G.C.E. (A/L) Examination:-

Index No. :..... Year :.....

Subject:-	Grade:-.....	Subject:-	Grade:-.....
Subject:-	Grade:-.....	Subject:-	Grade:-.....
Subject:-	Grade:-.....	Subject:-	Grade:-.....

14. Qualification as per Section II of Paragraph 04 of the Notice calling for application:-

- (i)
- (ii)
- (iii)
- (iv)
- (v)
- (vi)

15. Language Proficiency (Mark ✓ in the relevant box)

Language	Very Good	Good	Satisfactory	Weak
Sinhala				
Tamil				
English				

16. Receipt in proof of payment of Examination Fee:-

Paste the original of the receipt here.

Applicant's Declaration

I,.....declare that the particulars furnished by me in this application are true and correct. I declare that I have not been subject to any form of disciplinary action including dismissal from the service or retirement for general inefficiency as a merciful alternative to dismissal and I have not vacated the post previously. I am also aware that, if any particulars contained herein are found to be false or incorrect, I am liable to disqualification, if detected before selection and to dismissal without compensation, if detected after appointment.

.....
Signature of the Applicant.

Date:.....

Certificate of the Head of the Department
(Applicable only if the applicants are presently in the Public Service)

I do hereby certify that Mr./Mrs./Miss. the applicant above named is serving as attached to (name of the Ministry/Department, etc.) with effect from/...../..... on permanent/temporary/casual basis and that the particulars furnished by him/her are true and accurate and that he/she is eligible to apply to the above post in terms of the requirements set out in paper notice calling for applications and that he/she can be/cannot be released from the service if he/she will be selected for this post.

.....
Signature of the Head of the Department and official seal.

Date :.....

Designation :

Ministry/Department :