

Posts – Vacant

PUBLIC SERVICE COMMISSION

Recruitment for the Post of Legal Officer  
(Executive Service Category Grade III) in the  
Office of the Cabinet of Ministers on  
Open Basis - 2021

APPLICATIONS are invited from Sri Lankan citizens to fill the vacancy of the Post of Legal Officer, (Executive Grade III Category) in the Office of the Cabinet of Ministers who have fulfilled the qualifications mentioned in this notification.

1. *Method of Recruitment:* The Candidate, who obtains the highest marks based on the results of an Eligibility Assessment conducted by an Aptitude Evaluation Interview Board appointed by the Public Service Commission from among the applicants, who have fulfilled the qualifications specified in the Notification, will be recruited to fill the vacancy. The Aptitude Evaluation Interview will be conducted in compliance with the marking scheme (mentioned under No.6) approved by the Public Service Commission.

The effective date of appointment shall be determined by the Public Service Commission.

2. Required Qualifications :

(i) Educational/Professional Qualifications Having taken oaths as an Attorney-at-Law in the Supreme Court.

(ii) Experience

Having obtained an active professional experience of not less than (03) years after taking oaths as an Attorney-at-Law in the Supreme Court, (the documents to be presented at the interview as verifying the active professional experience should clearly state the time period and the date of the experience, and the official stamp of the Attessor)

OR

Having obtained the relevant experience of the following tasks in the legal field at a Institution for a period of not less than (03) years after swearing in as an Attorney-at-Law in the Supreme Court.

(a) Coordinating with Legal Affairs and the Attorney General's Department regarding the Government Cases.

(b) Legal activities relating to Agreements.

(c) Legal activities relating to Acts and Ordinances.

(d) Drafting of legal documents such as Bills, Circular Regulations.

(e) Legal or judicial activities or inquiries conducted by other Statutory Institutions. (These facts should be confirmed by a certificate issued by the Secretary/Head of Department)

(iii) *Physical Qualifications :*

Every candidate should be physically and mentally fit to serve in any part of Sri Lanka and to perform the duties assigned to the post.

(iv) *Other Qualifications :*

- Shall be a citizen of Sri Lanka.
- Shall be of excellent character.
- A clergyman of any denomination is not eligible to apply.
- All the required qualifications for recruitment to the post shall be completed in every respect as at the closing date of applications.

3. Conditions for engagement in Service and Service Conditions:

(i) This post is permanent and pensionable. You are subjected to any policy decisions taken in future regarding a pension scheme entitled to you. You are required to make your contributions to the Widows and Orphans Pension Scheme/ Widowers and Orphans Pension Scheme. Contribution shall be made as ordered required by the Government from time to time.

(ii) This appointment is subjected to a probationary period of 03 years. The First Efficiency Bar Examination shall be passed within 03 years of the appointment as prescribed in the Scheme of Recruitment.

(iii) Proficiency in the relevant Official language/ languages should be obtained in accordance with the provisions of the Public Administration Circular No.18/2020 dated 16.10.2020.

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(iv) This appointment is subject to the Procedural Rules of the Public Service Commission, the Establishments Code of the Democratic Socialist Republic of Sri Lanka, Government Financial Regulations and other Departmental Orders.

(v) The Medium of Language you are eligible for appointment will be the language medium mentioned in the Application Form and the language medium in which the application is made will not permitted to be changed later.

4. *Age Limit:* Should be not less than 21 years of age and not more than 45 years of age as at the closing date for applications.

5. Salary Scale :

- As per Schedule I of the Public Administration Circular No.03/2016 dated 25-02-2016, the monthly salary scale applicable to this post is Rs. 47, 615 -10x1,335 – 8x1,630 – 17x2,170 – Rs. 110,895 (SL 1-2016).

6. The below mentioned marking scheme will be the basis for the Aptitude Evaluation Interview:

Serial Number	Subject	Marks	Maximum Marks
01	<b>Additional Educational Qualifications</b>		25
	(a) A Post Graduate Degree in Law from a University recognized by the University Grants Commission	25	
	(b) A Post Graduate Diploma in Law from a University recognized by the University Grants Commission or a Post Graduate Diploma in Law from the Institute of Advanced Legal Studies of Sri Lanka Law College	20	
	(c) The following obtained from a University recognized by the University Grants Commission;		
	• Bachelor of Laws Degree with First Class Honors	15	
	• Bachelor of Laws Degree with a Second Class (Upper)	10	
	• Bachelor of Laws with a Class	07	
	• Bachelor of Laws with an Ordinary Pass	05	
	(d) First Class Pass in the Final Year of Sri Lanka Law College	10	
	Second Class Pass in the Final Year of Sri Lanka Law College	05	
	<b>Note I:</b> 05 marks will be given only if the Final Examination of the Sri Lanka Law College is passed with Honors.		
	<b>Note II:</b> Marks will be given only for the highest qualification.		
02	<b>Additional Professional Experience</b>		35
	Additional Experience of the nature referred to in 2.(ii) of the notification calling for applications.		
	(Except 03 years experience required to obtain the basic qualification)		

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Serial Number	Subject	Marks	Maximum Marks
	– 07 marks per year : maximum 35 marks		
	– For more than 06 months and less than one year : 03 marks		
	– Additional experience should be attested by a certificate obtained from a lawyer or an officer of the Judicial Service who has completed a period of service of not less than 15 years (this period of service should be mentioned in the certificate issued on behalf of the applicant).		
	– The relevant Head of Department/Institution should confirm that the above qualifications have been fulfilled by an officer in the government or private sector during his tenure in a legal position by a service certificate.		
03	<b>Knowledge of Information Technology</b>		10
	(a) For having followed Information Technology or Computer Science as a main subject for a Degree from a University recognized by the University Grants Commission.	10	
	(b) For a Diploma in Information and Communication Technology in the field of Law obtained from a University recognized by the University Grants Commission or from the Sri Lanka Law College or any other Government recognized professional Institution.	08	
	(c) Diploma in Computer Science or Information Technology from a University recognized by the University Grants Commission or a Diploma in Computer Science or Information Technology at NVQ Level 5 or above from any other Institution.	05	
	(d) Certificates obtained by attending courses/ training programs in the field of Information and Communication Technology in the field of Law at a University recognized by the University Grants Commission at the Sri Lanka Law College or any other Government recognized training/ professional Institution. (02 marks each for a maximum of two certificates will be given)	04	
	<b>Note:</b> Marks will be given only for the highest qualification.		
04	<b>Language Ability</b>		15
	(a) Degree obtained from a University recognized by the University Grants Commission with the English language included as a main subject.	15	
	(b) Post Graduate Degree in Law studied in the English Medium at a University recognized by the University Grants Commission or a Post Graduate Diploma in Law from the Sri Lanka Law College studied in the English Medium.	12	
	(c) For a English language Diploma from a University recognized by the University Grants Commission or NVQ 5 or a higher Diploma in English language from any other Institution recognized by the University Grants Commission.	10	

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Serial Number	Subject	Marks	Maximum Marks
	(d) Passed the G.C.E. (Advanced Level) Examination (Local or London) with at least a Distinction Pass in English or an IELTS (Academic) overall score of 6.5 or higher, TOEFL-IBT 79 marks or higher, TOEFL-CBT 213 marks or higher or TOEFL-PBT 550 marks or higher.	08	
	(e) Advanced Certificate in English from a University recognized by the University Grants Commission or NVQ Level 4 Certificate in English from any other Institution recognized by the University Grants Commission.	05	
	<b>Note:</b> Marks will be given only for the highest qualification.		
05	<b>Competencies shown at the interview</b>		15
	i. General Knowledge and Intelligence	05	
	ii. Knowledge of modern trends in the field of Law	05	
	iii. Ability to express ideas clearly and the personality	05	
	<b>Total</b>		100

**Note :** If the relevant periods are not mentioned in the certificates submitted at the Aptitude Evaluation Interview, it is the responsibility of the Applicant to submit such certificates after obtaining the written confirmation of the relevant periods by the relevant institution. Certificates without relevant periods so mentioned or the relevant periods not confirmed will not be considered for giving marks.

7. The identity of the Candidates :

Only those candidates who have submitted completed applications in all respects will be called for the Aptitude Evaluation Interview.

Original certificates and duly certified copies of the certificates should be presented at the interview.

To certify the identity of the candidates at the interview, the following documents of identification will be accepted.

- Valid National Identity Card issued by the Commissioner General of Registration of Persons.
- Valid Passport.

8. Method of submitting an Application :

(i) Applications shall be sent by registered post to reach the “Secretary to the Cabinet, Office of the Cabinet of Ministers, Republic Building, Sir Baron Jayathilake Mawatha, Colombo 01” to be received on or before **23rd of August 2021**. Applications received after the closing date will be rejected.

(ii) A specimen Application form to be submitted appears at the end of this notification. Applicants should prepare their applications on A4 size papers and fill the first page from No. 1.1 to No. 3.5, the second page from No. 4.0 to 5.0 and the third page from No.6.0 to 8.0 in their own handwriting.

(iii) "Recruitment to the Post of Legal Officer - Grade III" shall be mentioned at the top left corner of the envelope enclosing the application.

(iv) The Applicants signature on the Application should be attested by a Principal of a Government School/ Justice of Peace/Commissioner of Oaths/Attorney-at-Law/Notary Public /Commissioned Officer of Armed Forces or by an officer holding a permanent post in the Government or Provincial Public Service earning a consolidated monthly salary of Rs. 47,615/- or above.

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(v) Officers currently employed in the Public Service or Provincial Public Service should submit their applications through the Head of Department of the Department in which they are serving.

(vi) The applications which are not in conformity with the accompanying specimen Application form will be rejected. No complaints will be accepted on loss or delay of the applications.

9. *Furnishing False Information:* If any of the information furnished in the application sent by is found to be false or erroneous before the recruitment, your candidature will be canceled. In case such falsehood or error is detected after the recruitment, action will be taken to discontinue your service, subject to the relevant action.

10. The Public Service Commission reserves the right to fill or not to fill the vacancy.

11. In case of any inconsistency or discrepancy among the texts of this *Gazette* Notification, in Sinhala, Tamil and English languages, the Sinhala language text shall prevail.

12. In case of any problematic issue arises regarding any matter not mentioned in this Notification or the recruitment procedure, the decisions taken by the Public Service Commission in that regard shall be final.

On the order of the Public Service Commission,

Secretary to the Cabinet,  
Office of the Cabinet of Ministers.

Republic Building,  
Sir Baron Jayathilake Mawatha,  
Colombo 01.

07 of July 2021

SPECIMEN APPLICATION

OFFICE OF THE CABINET OF MINISTERS RECRUITMENT TO THE POST OF LEGAL OFFICER  
(GRADE III) - EXECUTIVE SERVICE CATEGORY

(For Office use only)

(Write the relevant medium number in the box)

Sinhala - 2/Tamil - 3/English - 4

Note: The medium of application cannot be changed.

1.0 1.1 Full name (Mr./Mrs./Miss.):.....  
(In Sinhala/Tamil)

1.2 Full name: .....  
(In English capital letters)

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

1.4 Name with initials (Mr./Mrs./Miss.) :.....  
(In English capital letters)

2.0 2.1 Permanent address : .....  
(In Sinhala/Tamil)

2.2 Permanent address: .....  
(In capital letters)

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2.3 Phone Number : .....

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

3.2 Marital 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 23.08.2021: Years :   Months :   Days :

3.5 National Identity Card Number :

4.0 4.1 Details of qualifications achieved as per the notification calling for applications:

Qualification	Institution	Validity date of the qualification
.....	.....	.....
.....	.....	.....

Date on which the Oaths taken as an Attorney-at-Law : .....

4.2 Details of each qualification under No.6 of the notification for calling applications:

Qualification	Institution	Validity date of the qualification
(a) Additional Educational Qualifications:	.....	.....
(b) Additional Professional Experience:	.....	.....
(c) Language Proficiency:	.....	.....
(d) Knowledge on Information Technology:	.....	.....

5.0 Have you ever been convicted by a Court of Law? :.....  
If “Yes”, please explain :.....

6.0 Certificate of the applicant:

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.

.....  
Signature of the applicant.

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7.0 Attestation of the Signature of the Applicant:

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

Date : .....

.....  
Signature of the officer certifying the signature.

Full name : .....

Designation : .....

(confirm with the official stamp)

8.0 Recommendation of the Secretary to the Ministry/Head of Department (only for Public Service Applicants) :

I certify that the above mentioned Mr./Mrs./Miss..... serves at the Ministry/Department/ Institute of ..... that 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 the Secretary to the Ministry/  
Head of Department/Institution

Name : .....

Designation : .....

(Place the official stamp)