

## Public Service Commission

### Recruitment to the Post of Assistant Secretary (Legal), Grade III in the Executive Service Category of the Ministry of Justice, Prison Affairs and Constitutional Reforms - 2023

By the order of the Public Service Commission, applications are invited from the citizens of Sri Lanka with the under mentioned qualifications to recruit suitable persons to fill the vacancies in the post of Assistant Secretary (Legal), Grade III in the Executive Service Category of the Ministry of Justice Prison Affairs and Constitutional Reforms. Applications forms prepared as per the specimen appended at the end of this notice should be sent by registered post to reach the “Secretary, Ministry of Justice, Prison Affairs and Constitutional Reforms, No.19, Sri Sangaraja Mawatha, Colombo 10” on or before the closing date of application mentioned below. The words “Recruitment to the Post of Assistant Secretary (Legal), Grade III in the Executive Service Category” should be written on the top left hand corner of the envelope containing the application form.

(a) Closing date of application will be 21<sup>st</sup> June 2023.

**Note I :** 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.

#### **1. Method of Recruitment**

Recruitments will be made from and among the applicants who are fulfilled the eligibilities referred to in this notice to fill the vacancies on the order of merit at the structured assessment interview to be conducted by an interview board to be appointed by the Public Service Commission. The structured assessment interview is conducted in accordance with the marking scheme (as indicated in paragraph 06) approved by the Public Service Commission.

The effective date of the appointment will be either the date specified in the Letter of Appointment or the date on which the applicant appointed assumes duties, whichever occurs later.

#### **2. Qualifications:**

- (i) Educational/professional qualifications

Should have possessed a LL B Degree from a University recognized by the University Grants Commission or be an Attorney-at-Law enrolled in the Supreme Court.

(ii) Experience

Should have earned a dynamic professional practice with not less than three (03) years upon the enrolment as an Attorney-at-Law of the Supreme Court. (The documents submitted in proof of the dynamic professional practice should contain the period of experience that should be certified by the attestator affixing official frank and date.)

**Note II:** Copies of the documents submitted in proof of basic requirements should be self-attested and attached to the application form. **Applications not accompanied by certificates clearly indicating the date on which the professional practice commences and the date until to which it proceeds may be rejected without notice.**

(iii) 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.

(iv) Other Qualifications

Every applicant must furnish satisfactory proof to the effect that he/she,

- is a citizen of Sri Lanka.
- has a good command of English.
- is of excellent moral character.
- has fulfilled the necessary qualifications in every respect as at the closing date of applications referred to in this notice of calling for applications.

**3. Terms of engagement**

- (i) This post is permanent. It is pensionable. You are subject to policy decisions being taken by the Government in the future in respect of the pension scheme you are entitled to. The selected applicants are liable to contribute to the Widows' and Orphans' Pension Scheme / Widowers' and Orphans' Pension Scheme. The selected applicants shall pay contributions in such amount and in such manner as prescribed by the Government from time to time.
- (ii) This appointment will be on probation for a period of three (03) years and the selected applicants should pass the First Efficiency Bar Examination within such prescribed period of three (03) years from the date of appointment.

- (iii) As per the directions contained in the Public Administration Circular No. 18/2020 dated 16.10.2020 and such other and further Circular incidental thereto, in order to give effect to official language policy, the selected applicants will be required to acquire within five years a working knowledge of the other official language than the official language in which he/she enters the public service. The selected applicant who enters the public service in a medium of language other than in a medium of any of the official languages will be required to reach within the period of probation a requisite official languages proficiency.
- (iv) This appointment will be subject to the Procedural Rules of the Public Service Commission published in the Gazette Extra Ordinary No.2310/29 dated 14.12.2022, Establishments Code, Financial Regulations, Departmental Orders and any other regulations and orders issued from time to time by the Government of the Democratic Socialist Republic of Sri Lanka.
- (v) The medium of language applied for is not allowed to be changed at a later stage and the medium of language for which the applicant is eligible for the appointment will be the medium of language that the applicant has indicated in the application form.

**4. Age Limit**

The applicant should not be less than 21 years and not more than 45 years of age as at the closing date of applications. The maximum age limit does not apply to officers already in the Public Service.

**5. Salary scale**

In terms of the Schedule I of the Public Administration Circular No.03/2016 dated 25.02.2016, this post which is under SL-1-2006, carries a salary of Rs.47615-10×1335-8×1630-17×2170-110895/- per month.

**6. Structured Assessment Interview**

The following making scheme is complied with at the structured assessment interview.

Serial No.	Spheres in respect of which marks are given.	Marks	Marks
01	Additional Educational Qualifications  A Degree obtained from a University recognized by the University Grants Commission, if	20	20

	<ul style="list-style-type: none"> <li>• LL B with a First Class</li> <li>• LL B with a Second Class Upper</li> <li>• LL B with a Second Class Lower</li>   <li>• LL B with a Simple Pass</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>• First Class in the Final Year of the Law College</li> <li>• Second Class in the Final Year of Law College</li> </ul>	15 12 10  15 10																			
	<p><b>Additional Professional Qualifications</b></p> <p>a.) A Post Graduate Degree in Law obtained from a University recognized by the University Grants Commission</p> <p>b.) A Post Graduate Diploma in Law obtained from a University recognized by the University Grants Commission or a Post Graduate Diploma in Law obtained from the Advanced Law Education Institute of the Sri Lanka Law College.</p>	15  10	<b>15</b>																		
<b>02</b>	<p><b>Additional Experience</b></p> <p>Preparation of legal documents related to court cases and making submission in open court.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;">Institution of cases (per case)</th> <th style="text-align: center;">Appearance before court and making Submissions. (per case)</th> </tr> </thead> <tbody> <tr> <td>Supreme Court</td> <td style="text-align: center;">2</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Court of Appeal</td> <td style="text-align: center;">2</td> <td style="text-align: center;">4</td> </tr> <tr> <td>High Court</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> </tr> <tr> <td>District Court</td> <td style="text-align: center;">4</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Tribunal</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> </tr> </tbody> </table>		Institution of cases (per case)	Appearance before court and making Submissions. (per case)	Supreme Court	2	5	Court of Appeal	2	4	High Court	2	3	District Court	4	5	Tribunal	2	3		<b>30</b>
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Supreme Court	2	5																			
Court of Appeal	2	4																			
High Court	2	3																			
District Court	4	5																			
Tribunal	2	3																			

	Note - In proof of the above experience, copies of the judgments of the relevant cases or certified copies of the proceedings of the date on which the case was last taken up for hearing should be submitted at the interview board.		
<b>03</b>	<p><b>Knowledge of Information Technology/Information Technology Law</b></p> <p>(a) Information Technology or Computer Science as a core subject in a Degree obtained from a University recognized by the University Grants Commission. 15</p> <p>(b) A Diploma in Information and Communication Technology obtained from a University recognized by the University Grants Commission or Sri Lanka Law College or any other Vocational Training Institute recognized by the Government. 12</p> <p>(c) A Diploma in Computer Science or Information Technology obtained from a University recognized by the University Grants Commission or a Diploma in Computer Science or Information Technology equal to NVQ level 5 or above obtained from any other institute. 10</p> <p>(d) Certificates obtained upon following/participating training programmes in Information and Communication Technology with special reference to Law from a University recognized by the University Grants Commission or from the Sri Lanka Law College or from any other Vocational Training Institute recognized by the Government (marks will be given to maximum limit of two certificates at a rate of 02 marks per certificate.) 04</p>		<b>15</b>
<b>04</b>	<p><b>Language proficiency</b></p> <p>(a) A Degree with English Language as a core subject obtained from a university recognized by the University Grants Commission. 15</p>		<b>15</b>

	<p>(b) Fluency in English Language shown at recognized international or national level model court competitions. (e.g. moot court competitions.)</p> <p><u>Individual</u></p> <ul style="list-style-type: none"> <li>i. First place/Outstanding performance - 12</li> <li>ii. Second place - 10</li> <li>iii. Third place/other skills - 08</li> </ul> <p><u>Group</u></p> <ul style="list-style-type: none"> <li>i. First place/ Outstanding performance - 10</li> <li>ii. Second place - 08</li> <li>iii. Third place/other skills - 06</li> </ul> <p>(c) A Diploma in English language obtained from a University recognized by the University Grants Commission or a Diploma in English language equal to level SLQF 3 or above obtained from any other Institute or a Diploma in English language obtained from a Government Training Institute/an Institute affiliated to the Government Training Institute upon completion of at least 1,500 academic hours.</p> <p>(d) A Very Good Pass in English Language (Local or London) in General Certificate of Education (Advanced Level) Examination or averaged/aggregate mark of 6.5 or above at IELTS, 79 or above at TOEFL-IBT, 213 or above at TOEFL- CBT or 550 or above at TOEFL-PBT.</p> <p>(e) Advanced Certificate in English Language obtained from a University recognized by the University Grants Commission or SLQF 2 level certificate in English Language obtained from any other Institute.</p>	<p>12</p> <p>10</p> <p>08</p> <p>05</p>	
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<b>05</b>	<p><b>Skill shown at the Interview</b></p> <p>Marks will be given according to the answers given to the questions raising aimed at evaluating -</p> <ul style="list-style-type: none"> <li>○ Strength questions (01 Marks),</li> <li>○ Situational questions (02 Marks) and</li> <li>○ Competency questions (02 Marks)</li> </ul> <p>of the applicant ushered in playing the role of the post.</p>	<b>05</b>
	<b>Total</b>	<b>100</b>

Note: Marks will be given only for the highest qualification given in each and every heading except for heading of additional experience specified in the marking scheme set out above.

#### **7. Identity of the applicants**

Applicants who have submitted applications perfect in every respect will only be called for the structured assessment interview.

Originals of the certificates together with a set of copies thereof self-certified shall be submitted at the structured assessment interview.

For the establishment of the identity, any one of the following identity cards are accepted at the structured assessment interview.

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

#### **8. Mode of Application**

- (i) Applications are required to be sent by registered post to reach “ Ministry of Justice, Prison Affairs and Constitutional Reforms, No 19, Sri Sangaraja Mawatha ,Colombo 10” on or before 21<sup>st</sup> June 2023. Application received after the date of closing of applications will be rejected.
- (ii) The specimen from of applicant is appended at the end of this notice. Applications should be prepared on a A4 size paper using both sides to appear Items from 01 to 13 on the first page, from 13 to 16 on the second page and the Applicant’s Certificate and Certificate from the Head of Department if the applicant is in Public Service on

the third page. The application should be filled by the applicant's own legible handwriting.

- (iii) The top left hand corner of the envelope enclosing the application should be written the words "Recruitment to the Post of Assistant Secretary (Legal) in Grade III in the Executive Service Category".
- (iv) The signature of the applicant should be attested by a Principal of Government School / Justice of the Peace / Commissioner for Oaths / Attorney-at-Law / Notary Public / Commissioned Officer in the Tri Forces or a Permanent Staff Officer in the Public or the Provincial Public Service with a monthly consolidated salary of Rs.47,615 or above.
- (v) Officers who are already in the Public or the Provincial Public Service should submit their applications through the respective Heads of Departments.
- (vi) Applications which are not in compliance with the specimen application appended at the end of this notice will be rejected without further notice. Any complaints regarding loss or delay of any application will not be entertained.

**9. Submission of false information :**

Any information indicated in the application by the applicant is found to be false or incorrect before the recruitment, such application will be rejected. If such false or incorrect information will be found after the recruitment, action will be proceeded for dismissal from the service adhering to the procedures applicable thereto.

- 10. The Public Service Commission reserves the right not to filling the vacancy on the exigencies of service.
- 11. In the event of any inconsistency between the Sinhala, the Tamil and the English texts of this Gazette Notification, the Sinhala text shall prevail.
- 12. The decision taken by the Public Service Commission with regard to any matter not provided herein remains final.

By the order of the Public Service Commission

Secretary,

Ministry of Justice, Prison Affairs and Constitutional Reforms

.... day of June, 2023