

DEPARTMENT OF POST

Recruitment for the Post of Legal Officer (Executive Category –Grade III) of the Department of Probation and Child Care Services-Open Basis - 2024

APPLICATIONS are invited from Sri Lankan citizens who have fulfilled the requisite qualifications mentioned in this notification to fill the vacancy (01) of Legal Officer Executive Category Grade III of the Department of Probation and Child Care Services under the purview of Ministry of Women and Child Affairs.

01. Method of Recruitment.

Out of the applicants who have fulfilled the qualifications specified in the notification, the applicant scoring the highest marks from the Aptitude Assessment Interview conducted by an interview board appointed by the Public Service Commission, will be recruited to fill the existing vacancy. Aptitude Assessment Interview will be conducted in conformity with the marking scheme (given under No. 06) approved by the Public Service Commission.

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

02. Required Qualifications:

i. Educational Qualifications:

Should have taken oaths as an Attorney-at-Law in the Supreme Court.

ii. Professional Qualifications:

Should have an active professional experience of not less than three (03) years as an Attorney-at-Law subsequent to taking oaths as an Attorney-at-Law in the Supreme Court. (documents submitted at the interview in proof of the active professional experience should clearly carry the period during which the experience was gained, date and the official seal of the attester)

Or

Should have gained not less than three years (03) experience in the field of Law in relation to following functions in a public institution subsequent to taking oaths as an Attorney-at-Law in the Supreme Court. (These facts should be confirmed by a letter issued by the Secretary, Head of the Department together with documentary evidences)

Note: Self-attested copies of documents proving basic eligibility should be attached to the application. Applications not accompanied by certificates clearly stating the commencement and end date of service may be rejected without notice.

- A legal post is a post where a law degree or having been taken oaths as an Attorney-at-Law in the Supreme Court is a basic qualification for recruitment.

iii. Physical Fitness :

Every candidate should be in good physical and mental order to serve in any part of the island and to discharge the duties of the post.

iv. Other qualifications:

- Should be a citizen of Sri Lanka,
- Applicants must have an excellent character,
- Should have fulfilled the required qualifications in every aspect as at the closing date of application.

3. Conditions of Engagement and Service Conditions:

- I. This post is permanent and pensionable. You are subjected to any policy decision taken in future by the Government in connection to the pension scheme entitled to you. You are required to make contributions to the Widows'/Widowers' and Orphans' Pension Scheme. Further, you are required to make above contributions as directed time to time by the government.
- II. This appointment is subjected to a probation period of three (03) years and you will be required to pass the First Efficiency Bar Examination specified in the Scheme of Recruitment within three (03) years of appointment.
- III. Candidates should acquire the relevant proficiency in other official language in addition to the official language he/she joined the service as per the Public Administration Circular 18/2020 dated 16.10.2020 and the circulars incidental thereto and officers who joined the service in a medium other than an official language should acquire proficiency in the prescribed official language within the probation period.
- IV. This appointment will be subjected to procedural rules of the Public Service Commission, Establishment Code of the Democratic Socialist Republic of Sri Lanka, Financial Regulations of the government and other departmental regulations.
- V. The language medium applied for will not be allowed to be changed later, and the language medium for which you are eligible for appointment will be the language medium mentioned by you in the application.

4. Age Limit :-

Applicants should not be less than 21 years of age and not more than 45 years of age as at the closing date of application.

5. Salary Scale :-

This post is entitled to a (monthly) salary scale of Rs. 82,150 -10 x 2,400 – 8x 2,940 - 17 x 3,900 - Rs.195,970/- (salary code in the Public Administration Circular No. 10/2025 issued on 25.03.2025 is SL 1 – 2025 and payments shall be made to you as mentioned in Schedule I).

6. Following will be the marking scheme for evaluating the eligibility at the aptitude assessment interview:

Serial No.	Subject	Marks	Maximum marks
01	Additional Educational Qualifications :	25	25
	(a) Post Graduate Degree relevant to the field of Law obtained from a university recognized by the University Grants Commission;	20	
	(b) Degree in Law obtained from a university recognized by the University Grants Commission - <ul style="list-style-type: none">• First Class;• Second Class (upper);• Second Class (lower) ;• General Degree in Law;	15 10 07 05	
	(c) First Class in the final year of Law College Second Class in the final year of Law College ;	10 05	

Serial No.	Subject	Marks	Maximum marks																		
	<p><i>Note I</i> : 05 marks will be given only if the applicant has passed with honours in the final examination of the Law College</p> <p><i>Note II</i>: Marks will be given only for highest qualification</p>																				
2	<p>Additional Professional Experience</p> <p>Preparing the documents pertaining to cases and submission before the open court -</p> <table><tr><td></td><td><i>Filing cases (for one case)</i></td><td><i>Submission before the court or assisting for submission (for one case)</i></td></tr><tr><td>Supreme Court</td><td>02</td><td>05</td></tr><tr><td>Court of Appeal</td><td>02</td><td>04</td></tr><tr><td>High Court</td><td>02</td><td>03</td></tr><tr><td>District Court</td><td>04</td><td>05</td></tr><tr><td>Tribunals</td><td>02</td><td>03</td></tr></table> <p>For attesting the above qualifications copies of the relevant judgments or a certified copy of the final case report on the date of last hearing of the case should be submitted to the interview panel.</p>		<i>Filing cases (for one case)</i>	<i>Submission before the court or assisting for submission (for one case)</i>	Supreme Court	02	05	Court of Appeal	02	04	High Court	02	03	District Court	04	05	Tribunals	02	03		35
	<i>Filing cases (for one case)</i>	<i>Submission before the court or assisting for submission (for one case)</i>																			
Supreme Court	02	05																			
Court of Appeal	02	04																			
High Court	02	03																			
District Court	04	05																			
Tribunals	02	03																			
03	<p>Knowledge on Information Technology/ Information Technology Law -</p> <p>(a) For studying Information Technology or Computer Science as a main subject for a degree offered by a university recognized by the University Grants Commission</p> <p>(b) For a Diploma on Information and Communication Technology Law obtained from a recognized university by the University Grants Commission or Sri Lanka Law College or any other Professional body recognized by the Government</p> <p>(c) A Diploma in Computer Science or Information Technology followed in a university recognized by the University Grants Commission or NVQ 5 or higher Diploma for Computer Science or Information Technology from any other institution recognized by the University Grants Commission</p> <p>(d) Certificates obtained after taking courses/participating in training programs in the field of Information and Communication Technology Law in a university recognized by the University Grants Commission or Sri Lanka Law College or any other professional institution recognized by the Government (A maximum of two (02) marks will be given for each certificate with 02 marks per certificate)</p> <p>Note: Marks shall be awarded for the maximum qualification only.</p>	<p>10</p> <p>08</p> <p>05</p> <p>04</p>	10																		

Serial No.	Subject	Marks	Maximum marks
04	<p>Language Proficiency -</p> <p>(a) A degree obtained from university recognized by University Grants Commission with English Language as a main subject 15</p> <p>(b) Fluency shown in English Language in the Model Court Competitions (Moot Court Competitions) recognized international or national level 12</p> <p><u>Single</u></p> <p>I. First Place/Best skill - 12 II. Second Place - 10 III. Third Place / other skills - 08</p> <p><u>Group</u></p> <p>I. First Place/Best skill - 10 II. Second Place - 08 III. Third Place / other skills - 06</p> <p>(c) A Diploma in English Language followed in a university recognized by the University Grants Commission or NVQ 5 or higher Diploma for English Language from any other institution recognized by the University Grants Commission 10</p> <p>(d) Possessing at least highest grading for English Language in G.C.E. (Advance Level) (Local or London syllabus) examination or IELTS scoring rate of 6.5 or above or TOEFL – IBT scoring rate of 79 or above or TOEFL-CBT 213 – or above or TOEFL - PBT scoring rate of 550 or above 08</p> <p>(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</p> <p>(Note: Marks will be awarded to the highest qualification only)</p>		15
05	<p><i>Skills shown at the interview</i></p> <ul style="list-style-type: none"> • Strength question • Situational questions <p>And</p> <ul style="list-style-type: none"> • Competency question <p>Marks are awarded according to the answers given to the questions intended to be evaluated. 10</p>	<p>02 03</p>	15
Total			100

7. Identity of Candidates:

Only the Candidates who have submitted applications completed in each and every aspect will be called for the aptitude assessment interview.

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

Following documents will be accepted in proving the identity of the candidate at the interview :

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

8. Method of application -

- I. Applications should be sent by registered post to reach Commissioner, Department of Probation and Child Care Services, Wing B, 3rd Floor, Sethsiripaya Stage II, Battaramulla on or before - **27.07.2025** Applications received after the said date will be rejected.
- II. Specimen of the application is provided at the end of this notification. Applicants should prepare their applications in A4 size paper indicating No. 01 to No. 03 in the first page and No. 04 to No. 06 in second page and No. 07 to No. 08 in the third page and should be completed in applicant's own handwriting.
- III. Mark "Recruitment to the Post of Legal Officer Grade III of the Department of Probation and Child Care Services" in the top left hand corner of the envelope.
- IV Applicant's signature in the application should be confirmed by a Principal of a Government School/Justice of Peace/Commissioner of Oaths/Attorney-at-Law/Notary Public/Commissioned Officer in Armed Forces or an officer holding a permanent position in the public or provincial public service drawing a consolidated monthly salary of Rs. 47,615/- or more.
- V Officers who are already in public service or provincial public service should forward their applications through the Heads of their respective Departments.
- VI Applications not conforming to the specimen application form will be rejected without notice. Complaints with regard to the losses or delays of an application will not be considered.

9. Furnishing False Information :

If any of the information furnished in the application sent by you is found to be false or erroneous before the recruitment, your candidature will be cancelled. 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 final decision of filling or non-filling of the vacancies shall be reserved by the Public Service Commission.
- 11. In the event of any inconsistency between Sinhala, Tamil and English texts of this *Gazette* Notification, the Sinhala text will prevail.
- 12. Applicants who have submitted applications according to the paper advertisement published on 24.12.2023 for the recruitment of Legal Officer Grade III of the Department of Probation and Child Care Services need not to submit applications again.
- 13. In case any problematic issue arises regarding the matters not mentioned in this notification or the recruitment procedure, the decision taken by the Public Service Commission in that regard shall be final.

By Order of the Public Service Commission,

Secretary,
Ministry of Women and Children's Affairs,
27th June, 2025.