

LEGAL DRAFTSMAN'S DEPARTMENT

Open Competitive Examination for the filling of vacancies in the Post of Documentation Assistant Grade III of the Management Assistant Non-Technical Category 2 in the Legal Draftsman's Department - 2026

THE examination will be held in the first quarter of 2026, in Colombo for the candidate who submitted the applications in accordance with this Gazette. The date of the examination will be notified later.

Applications are called from the eligible Sri Lankan citizens for the competitive examination to select qualified personal to fill the vacancies of the post of Documentation Assistant Grade III of the Legal Draftsman's Department.

Candidates who have fulfilled the required qualifications will be selected to be appointed to the post of Documentation Assistant Grade III, According to the results of a written examination held by the Sri Lanka Institute of Development Administration, on behalf of the Legal Draftsman's Department.

01. Conditions of Employment :

- 1.1 These posts are permanent and pensionable, contribution should be made to the Widows/ Widowers and Orphans Pensions Funds and appointees shall be subject to the policy decisions with respect to the pension scheme, made by the Government from time to time.

- 1.2 Officers appointed to these posts are subject to a probation period of three (03) years.

- 1.3 The applicants should acquire proficiency in the prescribed official language/ languages within 03 year from the recruitment to the post as per the Public Administration Circular No. 18/2020.

- 1.4 This appointment is subject to the 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.

- 1.5 The appointment of applicants who fail and/or refuse or avoid to assume the duties or the post on the relevant date may be cancelled.

02. Salary Scale :

This post carries a monthly salary scale of (MN-1-2025) Rs.45,230-10x540-11x630-10x890-10x1190-78,360/- in terms of the Public Administration Circular No. 10/2025.

03. Qualifications/ Experience :

Every applicant should have fulfilled all the qualifications pertaining to the relevant post on or before the closing date of applications.

3.1 Educational qualifications :

- (a) Should have passed the G.C.E. (O/L) examination in six subjects with Credits in at

least four (04) subjects including Mathematics and Sinhala/ Tamil/ English language at one sitting.

and

- (b) Should have obtained at least a Credit Pass in Sinhala language or Tamil language or English language at the G.C.E. (A/L) examination.

NOTE :

- (i) The applicant should have completed the qualifications for the language subjects relevant to the medium applied at the G.C.E. (O/L) and G.C.E. (A/L).
- (ii) In the absence of a sufficient number of applicants who have obtained a Credit Pass in English language at the G.C.E. (A/L) examination, having obtained a Credit Pass in Sinhala/ Tamil language at the G.C.E. (A/L) examination and a pass in English or a Credit Pass in General English at the G.C.E. (A/L) will be considered as a qualification.

3.2. Experience :

The applicants should have at least one year experience in a Government recognized establishment in computer related work. (eg. Open Office - Microsoft-Word-Excel *etc.*)

3.3. Physical qualifications :

Every applicant should possess sufficient physical and mental suitability to serve in any part of Sri Lanka and to perform the duties of the post. (selected applications will be subject to a medical investigation).

3.4 Other qualifications :

- (i) Applicants should be citizens of Sri Lanka.
- (ii) Applicants should be of unblemished character.
- (iii) Every candidate should have fulfilled all the requisite qualifications specified in every manner as at the date stipulated in the advertisement/ *Gazette* notification for recruitment to the post.

3.5 Age Limit :

Should be not less than 18 years and not more than 30 years of age as at the closing date of applications.

04. Written examination :

4.1 Written examination : Documentation Assistant

| <i>Question paper</i> | <i>Time</i> | <i>Total Marks</i> | <i>Pass Mark</i> |
|-----------------------|-------------|--------------------|------------------|
| Intelligence Test | one hour | 100 | 40 |
| Language proficiency | one hour | 100 | 40 |

4.1.1 Syllabus :

| <i>Name of the question paper</i> | <i>Syllabus</i> |
|-----------------------------------|---|
| Intelligence Test | a question paper to test the general intelligence, logical skill, expression of ideas, statistical skill and comprehension skill. |
| Language proficiency | A question paper to test the spelling, grammar, expression of practice and clear ideas, knowledge of expression of the language, summarizing and essay writing. |

4.2 Method of recruitment :

Applicants who have obtained the highest marks (equal to the number of vacancies) from the applicants who have obtained marks more than 40% for each of the above papers will be interviewed by a panel of interviewers appointed by the Legal Draftsman in order to test the qualifications mentioned in the notification and the physical qualifications of the applicants. Marks will not be given for the interview.

Note :

An admission card will be sent by post to all the applicants who have been qualified for the exam candidacy by the Sri Lanka Institute of Development Administration. No. applicant will be allowed to enter the examination hall without an admission card and the applicant shall get his signature attested by a qualified person in advance and should produce it to the supervisor of the examination hall on the date of the examination.

05. Conditions for the examination :

5.1 The examination will be conducted in Sinhala, Tamil and English medium. An applicant will not be permitted to change the medium mentioned in his application later.

5.2 Furnishing false information :

If it is disclosed that an applicants does not possess the required qualifications, his/her candidature may be cancelled at any time before the examination or in the course of the examination or after the examination.

He/She may be dismissed from the public service if it is revealed that any information provided by a candidate has been knowingly provided as false, or if he/she has deliberately suppressed any important fact.

5.3 The examination fee is Rs. 1000/-

The applicants shall pay a non-refundable examination fee of Rs. 1,000/- at any branch of Bank of Ceylon to the credit of Current Account No. 7041488 maintained at the "Hulftsdorp Branch of Bank of Ceylon", in favour of "Legal Draftsman" and shall have the receipt thereof properly affixed at the relevant place in the application. Retaining a photocopy thereof will be of use. The name of the applicant and his/her National Identity Card number must be entered in the cash deposit form.

5.4 The applicant shall provide the relevant information in his/her own handwriting. Any lost incurred as a result of failure to duly fill the applications shall be borne by the applicants. Retaining a photocopy of the application will be of use and the applicant shall check whether the application that is filled is consistent with the application form set out in the notice of examination. If not, the application will be rejected without any notice.

5.5 The application shall be prepared using the both sides of A4 paper of size 24cmx29cm, in accordance with the specimen application form herein, and

(a) heading number from 1 to 10 should set out to be appeared on the first page;

(b) heading numbers from 11 to 15 should set out to be appeared on the second page; and

(c) heading numbers from 16 to 17 should set out to be appeared on the third page of the application.

5.6 The Director General of Sri Lanka Institute of Development Administrative will issue admission cards to applicants falling within the required age limit as stated in the notice and who have paid the relevant examination fee on or before the closing date and have submitted duly filled applications along with the relevant receipt. The receipt of applications will not be acknowledged. Upon the issue of admission cards, you will be notified to that effect by sending an SMS to the mobile number given by you in the application.

Inquiries regarding issues pertaining to admission cards can be made by calling on 011-5980236/ 011-5980264 of the examination branch of the Sri Lanka Institute of Development Administration. It will be useful to keep the copy of the application, the copy of the receipt of the payment of the examination fee and also the registration receipt received in order to substantiate any information when making inquiries.

5.7 The Legal Draftsman shall have the power to postpone or to cancel the examination.

5.8. The applicants are subject to the rules stipulated by the Director General of the Sri Lanka Institute of Development Administration regarding the holding of the examination.

5.9 The words "Open Competitive Examination for the Filling of Vacancies in the post of Documentation Assistant Grade III in the Legal Draftsman's Department- 2026" should be indicated on the top left hand corner of the envelop.

5.10. Identity of the applicant :

Every applicant shall prove his identity at the examination hall to the satisfaction of the Supervisor of the Examination hall by producing one of the following valid documents.

(a) The National Identity Card issued by the Department for Registration of Persons.

(b) A valid passport

5.11. NOTE :

(a) No document or copy thereof should be annexed to the application.

(b) Applications of applicants who fail to submit the originals of the relevant documents when requested will not be taken into consideration.

06. Duly filled applications must be sent by registered post to reach "Legal Draftsman, Legal Draftsman's Department, No. 80, Adhikarana Mawatha, Colombo 12" on or before **26th of January, 2026**.

07. **Issuance of result :**

7.1 Sri Lanka Institute of Development Administration will submit the final result sheet prepared in accordance with the total merit score of the written examination to the Legal Draftsman.

7.2 Upon the notification by the Legal Draftsman that the appointment related to the posts are final, the results will be notified by post to all the candidates by the Director General of the Sri Lanka Institute of Development Administration.

08. The number of persons appointed and date on which the appointment comes into effect will be determined by the Legal Draftsman. The final decision with respect to filling, not filling or partly filling the vacancies shall be vested with the Legal Draftsman.

09. In the event of any inconsistency or discrepancy among the Sinhala, Tamil and English text of this *Gazette notification*, the Sinhala text shall prevail.

10. Decision regarding any matter not stated in this notification will be made by the Legal Draftsman.

DILRUKSHI SAMARAWEEERA,
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No. 80, Adhikarana Mawatha,
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