

PUBLIC SERVICE COMMISSION

Recruitment on Open Basis for the Post of Legal Officer (Grade III of the Executive Service Category) of the Department of Registrar of Companies under The Ministry of Trade, Commerce, Food Security and Cooperative Development – 2026

APPLICATIONS are invited from Sri Lankan citizens who fulfilled the qualifications specified in this notification for recruitment to fill one (01) vacancy in the Post of Legal Officer (Grade III in Executive Service Category) in the Executive Service Category of the Department of Registrar of Companies, which functions under the Ministry of Trade, Commerce, Food Security and Cooperative Development.

01. Method of Recruitment:

The candidate who fulfills the qualifications specified in this notification and secures the highest aggregate marks at an interview for evaluating the eligibility conducted by the Interview Board appointed by the Public Service Commission will be selected for recruitment to the post. The interview for evaluating the eligibility will be held in conformity with the marking scheme (Mentioned under No.06) approved by the Public Service Commission.

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

02. Required Qualifications:

i. Educational / Professional Qualifications:

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

ii. Experience :

Should have obtained an active professional experience not less than three (03) years subsequent to swearing in as an Attorney-at-Law in the Supreme Court. (The period of experience, date and official seal of the attester should be clearly indicated in the documents provided at the interview in proof of practical professional experience)

or

Should have obtained experience in a post relating to legal matters in not less than 03 years* in a public institution subsequent to swearing in as an

Attorney-at-Law in the Supreme Court. (These matters should have proved through a letter issued by the Secretary/Head of the Department/ Institution)

Note : Copies of the documents proving basic qualifications, certified by the Candidate himself should be attached to the application form. The applications which do not contain the certificates clearly stating the date of commencement of the service period and the last date of service, shall be rejected without notice

* A post relating to legal matters means a post where a degree in Law or having been sworn in as an Attorney-at Law in the Supreme Court is considered as a basic qualification for recruitment.

iii. Physical fitness:

Every candidate should have the physical and mental fitness for fulfilling the duties in the post in any part of Sri Lanka.

iv. Other Qualifications:

- Should be a citizen of Sri Lanka
- Should have an excellent moral character
- Should have satisfied each and every way the qualifications prescribed for recruitment as at the closing date of applications

03. Terms of Employment and Conditions of Service:

i. This post is permanent and pensionable. You are subject to the policy decision made by the Government in the future on the Pension Scheme entitled to you. You are required to contribute to the Widows'/ Widowers' and Orphans Pension Scheme. You shall pay the contribution for the same as prescribed by the Government from time to time.

ii. This appointment will be subject to a probationary period of three (03) years. Officers should pass the first efficiency bar examination within 03 years from the date of recruitment as prescribed in the Scheme of Recruitment.

iii. You are required to acquire the proficiency in the prescribed other official language/ official languages in terms of the provisions of Public Administration Circular 18/2020 dated 16.10.2020.

- iv. This appointment will be subject to the Procedural Rules of the Public Service Commission, Establishments Code of the Democratic Socialist Republic of Sri Lanka, Financial Regulations of the Government, other government regulations, and to the circulars and instructions.
- v. Candidates will not be allowed to change the medium later and the medium of language for which you are eligible for appointment shall be the medium of language mentioned by you in the application form.

04. Age Limit:

Should not be less than 21 years and not more than 45 years of age as at the closing date of applications.

05. Salary Scale:

This post carries the Monthly Salary Scale of Rs. 82,150 - 10 x 2,400 - 8 x 2,940 - 17 x 3,900 - 195,970 (SL1 – 2025) in terms of the Public Administration Circular No. 10/2025 dated 25.03.2025.

06. Interview for evaluating the eligibility will be on the basis of the marking scheme below :

<i>Index</i>	<i>Subject</i>	<i>Marks</i>	<i>Maximum Marks</i>																		
01	<p><i>Additional Educational Qualifications:</i></p> <p><i>Note :</i> Marks will be awarded only for the highest qualification obtained.</p> <ul style="list-style-type: none"> a) A Post Graduate Degree in Law obtained from a university recognized by the University Grants Commission. b) A Post Graduate Diploma in Law obtained from the Institute of Advanced Legal Studies of Sri Lanka Law College or from a university recognized by the University Grants Commission. c) Following degrees obtained from a university recognized by the University Grants Commission. <ul style="list-style-type: none"> • Degree in Law with First Class pass • Degree in Law with Second Class (Upper Division) Pass • Degree in Law with Class pass • Degree in Law with General pass d) For a Second Class (Upper Division) Pass obtained in the Final Year of Law College. <p><i>(Note : Five (05) marks shall be awarded only if the final examination is passed with an Honors Pass.)</i></p>	<p>25</p> <p>15 10 07 05</p> <p>10 05</p>	25																		
02	<p><i>Additional Experience</i></p> <p>Preparation of documents pertaining to the cases and appearing before the open Court</p> <table border="1"> <thead> <tr> <th><i>Maximum marks for the cases filed (Per case)</i></th> <th><i>Marks for appearing before the Court (Per case)</i></th> <th></th> </tr> </thead> <tbody> <tr> <td>Supreme Court</td> <td>2</td> <td>5</td> </tr> <tr> <td>Court of Appeal</td> <td>2</td> <td>4</td> </tr> <tr> <td>High Court</td> <td>2</td> <td>3</td> </tr> <tr> <td>District Court</td> <td>4</td> <td>5</td> </tr> <tr> <td>Tribunal (AAT)</td> <td>2</td> <td>3</td> </tr> </tbody> </table>	<i>Maximum marks for the cases filed (Per case)</i>	<i>Marks for appearing before the Court (Per case)</i>		Supreme Court	2	5	Court of Appeal	2	4	High Court	2	3	District Court	4	5	Tribunal (AAT)	2	3		35
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	Note – Copies of the relevant decisions or a certified copy of the case report on the date of last hearing of the case should be submitted to the interview board in proof of the above qualifications.		
03	<p>Knowledge on Information Technology or Information Technology Law</p> <p><i>Note:</i> Marks will be awarded only for the highest qualification obtained.</p> <p>a) Having studied Information Technology or Computer Science as a main subject for a degree from a university recognized by the University Grants Commission.</p> <p>b) A Diploma in Information and Communication Technology Law obtained from a university recognized by the University Grants Commission, or from the Sri Lanka Law College, or from any other government-recognized professional institution.</p> <p>c) A Diploma or higher qualification in Computer Science or Information Technology from a university recognized by the University Grants Commission, or an NVQ Level 5 or higher diploma in Computer Science or Information Technology from any other recognized institution.</p> <p>d) Certificates obtained by following / attending courses or training programs in the field of Information and Communication Technology Law at a university recognized by the University Grants Commission, the Sri Lanka Law College, or any other government-recognized professional institution. (A maximum of two certificates will be considered, with 2 marks awarded for each certificate.)</p>	10 10 08 05 04	10
04	<p>Language Proficiency (Marks will be awarded only for the highest qualification)</p> <p>(a) A degree obtained from a university recognized by the University Grants Commission, with English Language as a main subject.</p> <p>(b) Fluency in English language demonstrated at the Moot Court competitions at the recognized in international or national levels.</p>	15	15
	<p>Individual</p> <p>(i) First Place /Merit - 12 (ii) (ii) Second Place – 10 (iii) (iii) Third Place/Other Skills-08</p> <p>Group</p> <p>(i) First Place/ Merit -10 (ii) (ii) Second Place – 08 (iii) (iii) Third Place/Other Skills-06</p>	12	

Index	Subject	Marks	Maximum Marks
	<p>(c) Diploma in English Language obtained from a University recognized by the University Grants Commission or a Diploma in English Language of SLQF Level 3 or higher level obtained from any other institution or a Diploma in English language obtained from a Government training institute/ institution affiliated to a Government training institute after completing a course of 1500 study hours</p> <p>(d) A Distinction Pass for English Language in the G.C.E. (Advanced Level) Examination or Edexcel or Cambridge Advanced Level Examination or IELTS - an overall score of 6.5 (with a minimum score of 6 for each subject) or above, TOEFL - IBT 79 or above, TOEFL - CBT 213 or above or TOEFL - PBT 550 or above, within 02 years preceding the closing date of applications.</p> <p>(e) An advanced Certificate in English Language obtained from a university recognized by the University Grants Commission or a certificate in English Language at SLQF Level 2 obtained from any other institution.</p>	10 08 05	
05	<p>Merit shown in the interview: Marks will be awarded to the candidate based on their answers to questions designed to assess:</p> <ul style="list-style-type: none"> Strength questions – (2 marks) Situational questions – (3 marks) Competency questions – (10 marks) <p>These questions are intended to evaluate the candidate's suitability for the role.</p>		15
	Total		100

07. Identity of the Candidates:

Those who have completed the application in every respect will only be invited for the interview for evaluating eligibility.

Originals of all certificates and copies of the certificates duly certified by the candidate himself should be furnished at the interview for evaluating eligibility.

The following documents are accepted for verification of identity of the candidate at the interview for evaluating eligibility.

1. Valid National Identity Card issued by the Commissioner for Registration of Persons
2. Valid passport

08. Method of Application:

- (i). Applications should be sent by registered post to reach the address “**Registrar General of Companies, Department of Registrar of Companies**, No. 400, D.R. Wijewardena Mawatha, Colombo 10” on or before **03.03.2026** Applications received after the closing date will be rejected.
- (ii). A specimen of the application to be preferred is appended at the end of this notice. Applications should be prepared in A4 size papers indicating the items No.01 to 04 on the first page and the items No. 05 to 08 on the second page and items No. 09 to 11 on the third page and perfected in applicant's own handwriting.

- (iii). The top left corner of the envelope containing the application should be marked as ‘Application for the recruitment to the post of Legal Officer Grade III’.
- (iv). The candidate’s signature on the application must be attested by a Principal of a Government School, a Justice of the Peace, a Commissioner of Oaths, an Attorney-at-Law, a Notary Public, an authorized officer of the Tri-Forces, or an officer holding a permanent post in the Government or Provincial Public Service with a monthly combined salary of more than Rs. 82,150/-.
- (v). Officers currently serving in the Public Service or Provincial Public Service must submit their applications through the Head of the Department of their respective service.
- (vi). Applications that do not conform to the attached specimen application form will be rejected. No complaints will be entertained regarding the loss or delay of applications.

09. Furnishing false information:

If any information provided in your application is found to be false or incorrect prior to recruitment, your candidacy will be cancelled. If such false or incorrect information is discovered after recruitment, action will be taken to dismiss the employee in accordance with the relevant procedures.

- 10. The Public Service Commission reserves the right to fill or leave vacant.
- 11. In the event of any inconsistency or contradiction among the Sinhala, Tamil, and English versions of this *Gazette* Notification, the Sinhala version shall prevail.
- 12. In the event of any dispute arising in connection with any matter not addressed in this announcement or in this recruitment process, the decision of the Public Service Commission shall be final.

As per the order of the Public Service Commission,

Secretary,
 Ministry of Trade, Commerce, Food Security and
 Cooperative Development.

On 24th of January, 2026.