

PUBLIC SERVICE COMMISSION

Recruitment to the Post of Assistant Secretary (Legal), Grade III in the Executive Service Category of the Ministry of Justice and National Integration -2026

BY the order of the Public Service Commission, applications are invited from the citizens of Sri Lanka with the under mentioned qualifications to recruit a suitable person to fill one (01) vacancy in the posts of Assistant Secretary (Legal), Grade III in the Executive Service Category of the Ministry of Justice and National Integration. Application 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 and National Integration, 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.

Closing date of application will be 26.04.2026.

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 :

Recruitment will be made from amongst the applicants who possess eligibility in compliance with the requirement specified in this notice to fill the vacancy, on the order of merit at the structured interview to be conducted by an interview board to be appointed by the Public Service Commission. The structured interview will be conducted in accordance with the marking scheme (set out in paragraph 06 hereof) approved by the Public Service Commission.

The effective date of the appointment is the date mentioned in the letter of appointment or the date on which the appointee assumes duties in the post, whichever occurs later.

2. Required qualifications :

(i) Educational/Professional Qualifications:

Should have possessed LL B Degree from a foreign University or state University recognized by the University Grants Commission;

or

Should have possessed LL B Degree from a University established by an Act enacted in Parliament of Sri Lanka;

or

Should have possessed LL B Degree recognized under Section 25A of the Universities Act, No.16 of 1978;

or

should be an Attorney-at-Law enrolled at the Supreme Court.

(ii) Experience

Should have earned active professional experience with not less than three (03) years upon the enrolment as an Attorney-at-Law of the Supreme Court. (Documents furnish to prove active professional experience must clearly state the time the experience was acquired, the official seal of the Officer who certifies the documents including the date of certification.)

Note : Copies of documents in proof of the basic qualification certified by the applicant himself/herself should be attached to the application form. **Applications not accompanied by such certificates clearly indicating the date of commencement and date of ending of the relevant service period may be rejected without prior 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 and conditions of service

- (i) This post is permanent. It is pensionable. The appointee is liable to contribute to the Widows' and Orphans' Pension Scheme / Widowers' and

Orphans' Orphans' Orphans' Pension Scheme. The appointee must pay contributions as prescribed by the Government from time to time.

- (ii) The appointee will be on probation for a period of three (03) years and should pass the First Efficiency Bar Examination within such prescribed period of three (03) years as specified in the pertinent scheme of recruitment.

- (iii) As per the directions specified in the Public Administration Circular No. 18/2020 dated 16.10.2020 and as well as the directions laid down in the Circulars incidental thereto, the appointee will be required to acquire within five (05) years a working knowledge of the other official language than the official language in which he/she enters the public service. The appointee 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 probationary period a requisite standard of proficiency in official languages.

- (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, Departmental Orders and any other regulations and orders issued from time to time by the Government.

- (v) The medium of language applied for will not be allowed to be changed later and the medium of language the applicant is eligible to receive the appointment will be the medium of language he/she indicates in his/her application form.

4. Age Limit

Applicants 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 Public Administration Circular No.10/2025 dated 25.03.2025, this post carries a monthly salary scale of Rs. 82,150-10×2,400-8×2,940-17×3,900-Rs.195,970. (SL-1-2025)

6. The following Marking Scheme will be the basis at the structured interview.

| Serial No. | Areas in respect of which marks are given. | Maximum marks that could be given. | Maximum marks that could be earned. | | | | | | | | | | | | | | | | | | |
|-----------------|--|---|-------------------------------------|---|---------------|---|---|-----------------|---|---|------------|---|---|----------------|---|---|-----------|---|---|--|-----------|
| 01 | <p>Additional educational qualifications In accordance with the directions contained in the Public Service Commission Circular No. 01/2025, Bachelor of Laws (LL B) obtained from a recognized University -</p> <ul style="list-style-type: none"> • with First Class Honours Pass • with Second Class Honours (Upper Division) Pass • with Second Class Honours (Lower Division) Pass • with Ordinary Pass <p style="text-align: center;">Or</p> <ul style="list-style-type: none"> • First Class Honours Pass at the final year of the Sri Lanka Law College. • Second Class Honours Pass at the final year of the Sri Lanka Law College. | <p>20 15 12 10 15 10</p> | 20 | | | | | | | | | | | | | | | | | | |
| | <p>Additional Professional Qualifications</p> <p>(a) In accordance with the directions contained in the Public Service Commission Circular No. 01/2025, Postgraduate Degree in Law obtained from a recognized University.</p> <p>(b) In accordance with the directions contained in Public Service Commission Circular No. 01/2025, a Postgraduate Diploma in Law from a recognized University or a Postgraduate Diploma in Law from the Institute of Advanced Legal Education of the Sri Lanka Law College.</p> | <p>15 10</p> | 15 | | | | | | | | | | | | | | | | | | |
| 02 | <p>Additional Experience</p> <table border="1" data-bbox="308 1391 1123 1630"> <thead> <tr> <th></th> <th><i>Filing of cases (per case)</i></th> <th><i>Court appearance & making submissions (per case)</i></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>Tribunals</td> <td>2</td> <td>3</td> </tr> </tbody> </table> <p>Note - In proof of the above qualifications, copies of relevant court judgments or a certified copy of the case record journal entry on the last hearing date should be submitted at the interview board.</p> | | <i>Filing of cases (per case)</i> | <i>Court appearance & making submissions (per case)</i> | Supreme Court | 2 | 5 | Court of Appeal | 2 | 4 | High Court | 2 | 3 | District Court | 4 | 5 | Tribunals | 2 | 3 | | 30 |
| | <i>Filing of cases (per case)</i> | <i>Court appearance & making submissions (per case)</i> | | | | | | | | | | | | | | | | | | | |
| Supreme Court | 2 | 5 | | | | | | | | | | | | | | | | | | | |
| Court of Appeal | 2 | 4 | | | | | | | | | | | | | | | | | | | |
| High Court | 2 | 3 | | | | | | | | | | | | | | | | | | | |
| District Court | 4 | 5 | | | | | | | | | | | | | | | | | | | |
| Tribunals | 2 | 3 | | | | | | | | | | | | | | | | | | | |

| Serial No. | Areas in respect of which marks are given. | Maximum marks that could be given. | Maximum marks that could be earned. |
|------------|--|------------------------------------|-------------------------------------|
| 03 | <p>Computer Literacy</p> <p>(a) Information Technology or Computer Science as a main 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 Law obtained from a University recognized by the University Grants Commission or from the Sri Lanka Law College or any other government recognized professional institute. 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 Information Technology at NVQ level 5. 10</p> <p>(d) Certificates obtained by attending courses/training programmes in the field of Information and Communication Technology Law at a University recognized by the University Grants Commission or the Sri Lanka Law College or any other government recognized professional institute. 04</p> <p>(A maximum of two certificates will be allowed, with 02 marks for each certificate.)</p> | | 15 |
| 04 | <p>English Language Proficiency</p> <p>(a) Degree obtained from a University recognized by the University Grants Commission with English as a main subject. 15</p> <p>(b) Fluency in English as demonstrated in recognized international or national level Moot court competitions 12</p> <p><u>Individual</u></p> <p>i. First place/Best skill - 12</p> <p>ii. Second place - 10</p> <p>iii. Third place/Other skills – 08</p> <p><u>Team</u></p> <p>i. First place/Best skill - 10</p> <p>ii. Second place - 08</p> <p>iii. Third place/Other skills – 06</p> <p>(c) A diploma in English Language obtained from a university recognized by the University Grants Commission or a diploma in English Language obtained from another institute at SLQF level 3 or higher than that or a diploma in English Language obtained from a government training institute/an institute affiliated to a government training institute after completing a course of at least 1500 academic hours. 10</p> | | 15 |

| Serial No. | Areas in respect of which marks are given. | Maximum marks that could be given. | Maximum marks that could be earned. |
|------------|---|------------------------------------|-------------------------------------|
| | (d) A minimum of a Very Good Pass in English Language at the General Certificate of Education (Advanced Level) Examination (Local or London) or an IELTS overall score 6.5 band or above, TOEFL-IBT 79 or above, TOEFL-CBT 213 or above or TOEFL-PBT 550 or above. | 08 | |
| | (e) An Advanced Certificate in English Language obtained from a University recognized by the University Grants Commission or an SLQF Level 2 Certificate in English Language obtained from another institute. | 05 | |
| 05 | Skills shown at the Interview Marks will be awarded based on the answers to questions aimed at assessing the applicant's: <ul style="list-style-type: none"> • Strength questions (01 mark), • Situational questions (02 marks) and • Competency questions (02 marks) to fulfill the role of the position. | | 05 |
| | Total | | 100 |

Note: In the above marking scheme, marks will be awarded only to the highest qualification under each heading except for additional experience.

7. Identity of applicants :

Only applicants who have submitted complete applications in all respects will be called for the eligibility assessment interview.

The original copies of all certificates together with copies of such certificates duly certified by the applicant himself/herself must be produced at the interview.

The following identity documents will be accepted at the interview for verification of identity.

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

8. Mode of applications :

- (i) Applications should be submitted by registered post to reach “**Secretary, Ministry of Justice and National Integration, No. 19, Sri Sangharaja Mawatha, Colombo 10**” on or before 26.04.2026 Applications received after that date will be rejected.
- (ii) A specimen application form is appended at the end of this notice. Applicants should prepare their applications on A4 size paper containing item from 01 to 13 on the first page, 14 to 16 on the second page and declaration of the applicant, attestation of the signature of the applicant and certificate of the Head of the Department in case of the applicant is already in the Public Service, on the third page and fill the application by the applicant in his/her own legible handwriting.

- (iii) 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.
- (iv) The signature of the applicant on the application form should be attested by a Principal of a Government School/Justice of the Peace/Commissioner of Oaths/Attorney-at-Law/Notary Public/Commissioned Officer of the Tri-Forces or an officer holding a permanent post in the Public Service or Provincial Public Service drawing a consolidated monthly salary of Rs. 82,150/- or higher than that.
- (v) Officers currently serving in the Public Service or Provincial Public Service should submit their applications through the Head of the Department in which they are serving.
- (vi) Applications not conforming to the specimen appended at the end of this notice will be rejected without notice. No complaint will be entertained regarding loss or delay of applications.
- applicant’s candidature will be cancelled. If such false or incorrect information is found to be false or incorrect after recruitment, action will be taken to dismiss the appointee from service subject to the relevant procedures.
10. The Public Service Commission reserves the final decision on whether or not to fill all the vacancies or to fill any number of vacancies or on any matter not specified in this notice.
11. In the event of any inconsistency or contradiction between the Sinhala, Tamil and English texts of this *Gazette* Notification, the Sinhala text shall prevail.
12. In the event of any matter not mentioned in this notification or any issue in the course of this recruitment process, the Public Service Commission shall have the final decision in respect thereof.

By the order of the Public Service Commission,

Secretary,
Ministry of Justice and National
Integration.

9. Providing false information:

If any information furnish in the application form is found to be false or incorrect before recruitment,

13th March, 2026