

Post - Vacant

PUBLIC SERVICE COMMISSION

Open Recruitment to the Post of Legal Officer (Executive Officer Service Category Grade III) of the Ministry of Foreign Affairs, Foreign Employment and Tourism - 2025

Applications are hereby called from citizens of Sri Lanka who possess the qualifications specified in this notification for filling three (03) vacancies in the post of Legal Officer, Grade III of the Executive Service Category of the Ministry of Foreign Affairs, Foreign Employment and Tourism.

1. Method of Recruitment

Recruitment shall be made from among the applicants who have fulfilled the qualifications specified in this notification, on the results of a Structured Interview for Evaluation of Merit conducted by an Interview Board appointed by the Public Service Commission. The interview shall be conducted in accordance with the marking scheme approved by the Public Service Commission. (As specified under Paragraph 06) Appointments shall take effect from the date determined by the Public Service Commission.

2. Required Qualifications

I. Educational/ Professional Qualifications

Having been sworn in as an Attorney-at-Law of the Supreme Court of Sri Lanka.

II. Experience

Applicants shall have obtained not less than three (03) years of active professional experience as an Attorney-at-Law after having been sworn in as an Attorney-at-Law of the Supreme Court. (For the purpose of providing such active professional experience, documentary evidence indicating the period of service, together with the official seal of the certifying officer and the date of certification, shall be produced at the interview.)

or

Applicants shall have obtained not less than three (03) years* of experience in a legal post in a Government institution after having been sworn in as an Attorney-at-Law of the Supreme Court. Such experience shall be certified by the Secretary/ Head of Department/ Head of Institution. The relevant certificate shall also specify the minimum qualifications required for recruitment to the legal post/ posts* held by the applicant.

Note :

Copies of documents establishing the basic qualifications, duly certified by the applicant, shall be attached to the application. Applications unsupported by certificates clearly indicating the commencement and completion dates of service may be rejected without prior notice.

A "Legal Post" means a post which possession of a Law Degree or swearing in as an Attorney-at-Law of the Supreme Court is prescribed as a basic qualification for recruitment.

III. Physical Fitness

Every applicant shall possess the physical and mental fitness required to serve in any part of Sri Lanka and to perform satisfactorily the duties attached to the post.

IV. Other Requirements

Applicants shall -

- be citizens of Sri Lanka;
- be of excellent moral character;
- have fulfilled all qualifications relating to educational and professional qualifications, experience, physical fitness and age, in every respect, as at the closing date of applications.

3. Age Limit

Applicants shall have attained the age of twenty-one (21) years and shall not have exceeded the age of forty-five (45) years as at the closing date of applications.

4. Salary Scale

This post carries the salary scale SL1-2025: Rs. 82,150 - 10 x 2,400 - 8 x 2,940 - 17 x 3,900 - Rs. 195,970/- (per month) in terms of Public Administration Circular No. 10/2025 dated 25.03.2025. Salary shall be paid in accordance with the provisions of the said Circular and Schedule III thereto.

5. Terms and Conditions of Service

- I. This post is permanent and pensionable. The appointee shall be subject to any policy decisions that may be taken by the Government in future regarding the pension scheme. The officer shall contribute to the Widows' and Orphans' Pension Scheme or the Widowers' and Orphans' Pension Scheme, as applicable, and shall make the prescribed contributions in accordance with Government regulations in force from time to time.

- II. Appointment shall be subject to a probation period of three (03) years. The officer shall pass the First Efficiency Bar Examination within three (03) years from the date of appointment, in accordance with the Scheme or Recruitment.
- III. The appointee shall acquire proficiency in the prescribed Official Language(s) in terms of the provisions of Public Administration Circular No. 18/2020 dated 16.10.2020 and the relevant circulars issued thereto.
- IV. The appointment shall be governed by the provisions of the revised Scheme of Recruitment approved by the Public Service Commission under No. PSC/EST/5/1/24/2/2012 and dated 31.05.2024 in respect of the post of Legal Officer of the Executive Service Category of the Ministry of Foreign Affairs, together with any amendments made or to be made thereto, the general conditions governing appointments in the Public Service, the Procedural Rules of the Public Service Commission, the Establishment Code of the Democratic Socialist Republic of Sri Lanka the Financial Regulations of the Government, departmental orders and circular instructions issued by the Government from time to time.
- V. The medium of language applied for shall not be changed subsequently. Eligibility for appointment shall be determined on the basis of the language medium indicated in the application.

6. Marking Scheme for the Structured Interview for Evaluation of Merit

Serial No.	Main Criteria for Awarding Marks	Marks	Maximum Marks																		
1	Additional Educational Qualifications (a) Postgraduate Degree in Law obtained from a University recognized by the University Grants Commission (b) Postgraduates Diploma in Law obtained from a University recognized by the University Grants Commission or Post-Attorney Diploma awarded by the Institute of Advanced Legal Studies of the Sri Lanka Law College. (c) LL.B Degree obtained from a University recognized by the University Grants Commission with: • First Class Honours • Second Classs (Upper Division) Honours • Second Class (Lower Division) Honours • Pass Degree (d) First Class Pass at the Final Examination of the Sri Lanka Law College Second Class Pass at the Final Examination of the Sri Lanka Law College Note I : The above 05 marks shall be awarded only if the candidate has passed the Final Examination of the Sri Lanka Law College with Honours. Note II : Marks shall be awarded only for the highest qualifications.	25 20 15 10 07 05 10	25																		
2	Additional Professional Experience Preparation of pleadings and appearance before open court <table><tr><th>Court</th><th>Preparation/ Filling of Case Documents (Per case)</th><th>Appearance and Oral Submissions before Court (per case)</th></tr><tr><td>Supreme Court</td><td>03</td><td>04</td></tr><tr><td>Court of Appeal</td><td>03</td><td>04</td></tr><tr><td>High Court/ Commercial High Court/ Civil Appellate High Court</td><td>02</td><td>02</td></tr><tr><td>District Court/ Magistrate's Court</td><td>02</td><td>02</td></tr><tr><td>Tribunal</td><td>02</td><td>02</td></tr></table>	Court	Preparation/ Filling of Case Documents (Per case)	Appearance and Oral Submissions before Court (per case)	Supreme Court	03	04	Court of Appeal	03	04	High Court/ Commercial High Court/ Civil Appellate High Court	02	02	District Court/ Magistrate's Court	02	02	Tribunal	02	02		35
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Supreme Court	03	04																			
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Tribunal	02	02																			

Serial No.	Main Criteria for Awarding Marks	Marks	Maximum Marks
	Note : Applicants shall produce certified copies of the relevant judgments or a certified copy of the relevant case record indicating the last date on which the case was taken up before court, as proof of the above experience, at the interview.		
3	Language Proficiency (a) Degree obtained from a University recognized by the University Grants Commission with English as a major subject 15 (b) Demonstrated proficiency in English at recognized international or national Moot Court Competitions. 12 Individual Competitions - First Place/ Best Oralist - 12 marks - Second Place - 10 marks - Third Place / Other Merit Award - 08 marks Group Competitions - First Place/ Best Team - 10 marks - Second Place - 08 marks - Third Place / Other Merit Award - 06 marks (c) Diploma in English obtained from a University recognized by the University Grants Commission, or an SLQF Level 3 or above Diploma in English awarded by another recognized institution, or a Diploma in English obtained after successfully completing a course comprising not less than 1,500 learning hours conducted by a Government training institution or an institution affiliated to a Government training institution. 10 (d) Distinction Pass in English at the G.C.E. (Advanced Level) Examination or Edexcel/ Cambridge Advanced Level Examination, or an overall IELTS score of 6.5 with a minimum score of 6.0 in each component, obtained within two (02) years immediately preceding the closing date of applications, or TOEFL IBT score of 79 or above, TOEFL CBT score of 213 or above, or TOEFL PBT score of 550 or above. 08 (e) Higher Certificate in English awarded by a University recognized by the University Grants Commission or an SLQF Level 2 Certificate in English awarded by another recognized institution. 05 <i>Note :</i> Marks shall be awarded only for the highest qualification.		15
4	Knowledge of Information Technology (a) Having studied Information Technology or Computer Science as a major subject for a degree at a university recognized by the University Grants Commission. 10 (b) Diploma in Information and Communication Technology Law obtained from a University recognized by the University Grants Commission, the Sri Lanka Law College, or another Government-recognized professional institution. 08		10

Serial No.	Main Criteria for Awarding Marks	Marks	Maximum Marks
	(c) Diploma in Computer Science or Information Technology obtained from a University recognized by the University Grants Commission, or an NVQ Level 5 or above Diploma in Computer Science or Information Technology obtained from another recognized institution.	05	
	(d) Certificates obtained upon completion of courses or training programmes in the field of Information and Communication Technology Law conducted by a University recognized by the University Grants Commission, the Sri Lanka Law College, or another Government-recognized professional institution (02 mark for each certificate, subject to a maximum of two certificates)	04	
	Note : Marks shall be awarded only for the highest qualifications.		
5	Performance at the Interview Marks shall be awarded based on the candidate's responses to questions designed to assess the following competencies required for the effective discharge of the duties attached to the post: • General knowledge and intellectual ability - 05 marks • Knowledge of contemporary development in the field of law - 05 marks • Ability to express ideas clearly and personality - 05 marks		15
	Total		100

7. Identity of Applicants

- Only those applicants who have submitted duly completed applications in all respects shall be called for the Structured Interview for the Evaluation of Merit.
- Applicants shall produce the original copies of all certificates together with copies thereof duly certified by the applicant at the interview.
- The following documents shall be accepted for the Purpose of establishing the Identity of applicants at the interview.
 - (i) A valid National Identity Card issued by the Commissioner General for Registration of Persons.
 - (ii) A valid Passport.

8. Method of Submission of Applications

- (i) Applications shall be sent under registered post to reach the following address on or before **2026.09.14**. Applications received after the closing date shall be rejected.

The Secretary,
Ministry of Foreign Affairs, Foreign Employment and Tourism,
Republic Building,
Colombo 01.

- (ii) A specimen application form is appended to this notification. Applications shall be prepared on A4 size paper, with the first page containing Items 1 to 3, the second page containing Items 4 to 8, and the third page containing Items 9 to 11, and shall be completed in the Applicant's own handwriting.
- (iii) The words '**Recruitment to the Post of Legal Officer, Grade III**' shall be clearly indicated on the top left-hand corner of the envelope enclosing the application.
- (iv) The signature of the Applicant appearing on the application shall be attested by one of the following persons:

the Principal of a Government School; a retired Government Officer, the Grama Niladhari of the Applicant's division; a Justice of the Peace; a Commissioner for Oaths; an Attorney-at-Law; a Notary Public; a Commissioned Officer of the Tri-Forces; a permanent Staff Grade Officer in the Public Service or Provincial Public Service; the Chief Incumbent or Head Priest of a Buddhist Temple; or a member of the clergy holding a distinguished position in charge of a place of worship of any other religion.

- (v) Officers presently serving in the Public Service or the Provincial Public Service shall forward their application through the Head of the Department in which they are serving.
- (vi) Applications which do not conform to the specimen application form appended to this notification shall be rejected. No complaints regarding loss or delay of applications in transit shall be entertained.

9. Furnishing False Information

If any information furnished in the application is found to be false or incorrect prior to recruitment, the candidature of the applicant shall be cancelled. If any such false or

incorrect information is detected after appointment, the Officer shall be liable to dismissal from service, subject to the applicable disciplinary procedures.

10. The final decision as to whether all, part, or none of the vacancies shall be filled shall vest with the Public Service Commission.
11. In the event of any inconsistency or discrepancy among the Sinhala, Tamil and English texts of this *Gazette* Notification, the Sinhala text shall prevail.
12. Any matter not provided for in this notification or any issue arising in connection with this recruitment process shall be decided by the Public Service Commission, and its decision shall be final.

By order of the Public Service Commission,

**Secretary,
Ministry of Foreign Affairs, Foreign Employment and
Tourism,
Republic Building,
Colombo 01,**