

PUBLIC SERVICES COMMISSION

Recruitment on open basis to the post of Legal Officer in Executive Service Category of the Department of Archaeology under the Ministry of Buddhasasana, Cultural and Religious Affairs

APPLICATIONS are hereby called from citizens of Sri Lanka, who satisfy the qualification mentioned below, for filling of the vacancy in the post of Legal Officer of the Department of Archaeology.

01. *Method of recruitment.*— The candidate, who secures the highest marks on the results of an interview held by an interview board appointed by the Public Service Commission to evaluate the appropriateness, out of those who have satisfied qualifications prescribed in the notification, will be selected for the vacant post. For this purpose, the interview for the evaluation of eligibility will be held as per the marking scheme (mentioned under No 06) approved by the Public Services Commission.

Effective date of the appointment will be determined by the Public Services Commission.

02. *Prescribed qualifications :*

(i) Educational/ professional qualifications

Should have taken oath as an Attorney at Law of the Supreme Court

(ii) Experience :

Should have possessed an active professional experience of not less than 03 years as an Attorney at Law after taking oath as an Attorney at Law of Supreme Court. (The documentary evidences submitted to prove the active professional experience at the interview should contain the period in which the experience was gained, date and official stamp clearly.) ;

or

Candidate should have gained experience of not less than 03 years in the legal field in a Government Institution in relating to following tasks after taking oath as an Attorney at Law of the Supreme Court.

(i) Coordination with the Department of Attorney General pertaining to legal cases.

(ii) Legal activities connecting to agreements

(iii) Legal activities connecting to relevant acts and ordinances

(iv) Activities relating to the formulation of the legal documents such as drafts of bills, circulars etc.

(v) Laws imposed by various Statutory Institutions, court procedures or investigations (These facts should be confirmed by a certificate issued by the Secretary, Head of the Department)

(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 :*

The candidate

- 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 to the post as at the closing date of applications.

03. *Conditions for engagement in service and other service conditions :*

- (i) This post is permanent. You are subjected to any policy decision taken in future by the Government in connection to the pension scheme entitled to you. Further you are required to make your contributions

to Widows' and Orphans' Pension Scheme/ Widowers' and Orphans' Pension Scheme. You should make such contributions as prescribed from time to time by the Government.

- (ii) The appointment should be subjected to a probation period of 03 years. Further the selected candidate should pass the 1st Efficiency Bar Examination within 03 years from the date of appointment as prescribed in the Scheme of Recruitment.
- iii. Candidate should acquire the proficiency in other official language in addition to the language in which he/she joined the service within 05 years from the date of appointment as per Public Administration Circular No 01/2014 dated 21.01.2014. Candidates, who joined the service in a language medium which is not an official language, should acquire the proficiency in prescribed official language within the probation period.
- iv. This appointment is subjected to the Procedural Rules of the Public Services Commission, Establishments Code of the Democratic Socialist Republic of Sri Lanka, Financial regulations of the Government and other Departmental orders.

04. *Age limit.* – Should not be less than 21 years of age and not more than 45 years of age as at the closing date of applications (The maximum age limit will not be applicable to the officers who hold a permanent post in Public or Provincial Public Service and have been confirmed in the said post.)

05. *Salary scale.* – The post is entitled to the salary scale of Rs.. 47, 615 - 10 X 1335 - 8 X 1630 - 17 X 2170 - Rs. 110,895/- (SL-I-2016). (Salaries are paid as mentioned in Schedule II of Public Administration Circular No. 03.2016 dated 25.02.2016 in compliance with the provisions of the said circular.)

06. Marking scheme mentioned below is applied for the structured interview :

	<i>Subject</i>		<i>Maximum marks</i>
01	<p>Additional educational qualifications :</p> <p>The post graduate degree obtained from a university recognized by University Grants Commission in relation to the field, 25</p> <p>Post Graduate Diploma or Post Law Diploma in relation to the field obtained from an institution recognized by the Government (Not less than one year) 20</p> <p>Degree in Law offered by a University recognized by the University Grants Commission</p> <ul style="list-style-type: none"> - For a first class 15 - For a second class upper division 10 - For a second class lower division 05 <p>For the first class final year of Law College 10 For the second class in the final year of Law College 05</p> <p><i>Note:</i> 05 marks should strictly be allocated if the candidate has passed final year with honors. (Marks will strictly be allocated only for one of such qualifications.)</p>		25
02	<p>Additional professional qualification :</p> <p>i. Additional professional qualifications A diploma provided by an institution recognized by the Government in the relevant field of which duration is more than one year (10 marks for one such diploma)</p>	10	35

	<i>Subject</i>		<i>Maximum marks</i>
	<p>A diploma provided by an institution recognized by the Government in the relevant field of which duration is not less than six months and not more than one year (05 marks for one such diploma)</p> <p>A diploma provided by an institution recognized by the Government in the relevant field of which duration is not less than three months and not more than six months (03 marks for one such diploma)</p> <p>(Certificates other than the certificates for which marks has been allocated under 01)</p> <p>ii. Additional experience : Experience as an Attorney at Law in public service or private sector (05 marks for each year subject to the maximum of 25 marks) (For a period of more than 06 months and less than one year -02)</p> <p>(Except the period of 03 years which is compulsory for serving as an Attorney at Law for to obtain basic qualification)</p> <p>(Additional experience should be confirmed by a certificate obtained from an Attorney at Law, whose service period of not less than 20 years, President's Councilor or a Judge) When the additional experience of public officers or officers in private sector , who have satisfied above mentioned qualifications, are confirmed by the Head of the respective institution, a certificate/s to the effect that the officer is serving in a post in legal field should be submitted.)</p>	25	
03.	<p>Knowledge in information technology</p> <p>For studying the subject of information technology as a main subject for a degree from a university recognized by the University Grants Commission,</p> <p>For a diploma in information technology from an institution recognized by the government of which duration is not less than one year or covering 1500 hours</p> <p>For a certificate course on information technology from an institution recognized by the Government 06 months/ 720 hours 03months/ 360 hours (Marks will be allocated strictly for the highest qualification.)</p>	10 10 07 05 03	10
04.	<p>Proficiency in languages</p> <p>Post Graduate Degree/ Degree/Post Graduate Degree in Law/ BA Degree in Law in English medium (All question papers at the examination should have been answered in English medium.)</p> <p>For a Diploma in English Language from a University recognized by University Grants Commission or an Institution recognized by the Government (01 year or 1500 hours)</p> <p>For a Certificate Course in English Language from a University recognized by University Grants Commission or an Institution recognized by the Government - 06 months/ 720 hours - 03 months/ 360 hours (Marks will be allocated strictly for the highest qualification.)</p>	15 10 07 05	15

	<i>Subject</i>		<i>Maximum marks</i>
05.	Merit proved at the interview • General knowledge and intelligence • Knowledge on modern trends in the field of law • Capacity in expression of ideas clearly and personality	05 05 05	15
	Grand total		100

07. *Identity of candidates :*

- Only the candidates, who have submitted applications perfected each and every way, will be called for the interview for evaluation of eligibility.
- Originals of all certificates and copies certified properly shall be submitted at the interview
- Following documents are accepted for the purpose of proving the identity of candidate at the interview.
 - I. National Identity Card issued by the Commissioner of the Registration of persons.
 - II. Valid passport.

08. *Submission of applications :*

- I. Applications should be sent by registered post to reach Director General of Archaeology, Sir Marcus Fernando Mawatha, Colombo 07 on or before 13.02.2020 Applications received after the closing date will be rejected.
- II. Specimen of the application to be submitted is attached at the end of this notification. Candidates should prepare themselves the application on a paper size of A4 including No. 1.0 to 3.2 on first page and No. 3.3. to 5.0 on second page and remaining numbers on page 03 and 04. Application should be filled in the hand writing of the candidate. (It is advisable to keep a photo copy of the application with the candidate. For your convenience the application prepared correctly is available at the official website of the Department of Archaeology, (www.archaeology.gov.lk).
- III. The words “Application for the post of Legal Officer” should be indicated on the top left corner of the envelope in which the application is enclosed.
- IV. The signature of the candidate on the application should be certified by a Principal of a Government school/ Justice of peace/ Commissioner of oaths/ Attorney at Law/ Notary Public/ Commissioned officer of three armed forces/ an officer holding a permanent post in public service and receiving a monthly consolidated salary of Rs. 47,615.
- V. Candidate, who are already in public or provincial public service, should submit their applications through the Head of Institution, where the candidate serves at present.
- VI. Applications, which are not conforming to the specimen attached herewith, will be rejected. No complain on the applications lost or delayed will be entertained.

09. *Submission of false information.*– If it found before the recruitment that a certain particular furnished in your application is false or incorrect, your candidature will be cancelled. If it is found after the recruitment that a certain particular furnished in your application is false or incorrect, action will be taken to dismiss you from the service subject to actions relevant in this regard.

10. Public Services Commission reserves the power to fill or refrain from filling the vacancies.

11. The decision of the Public Service Commission will be final in respect of any issue arisen on a certain matter not mentioned in this notification or this process for recruitment.

12. In case of any inconsistency or contradictory among the texts in Sinhala, Tamil and English in this *Gazette* notification, the Sinhala text shall prevail.

On the order of the Public Services Commission.

Secretary,
Ministry of Buddhasasana, Cultural and Religious Affairs.

SPECIMEN OF THE APPLICATION

RECRUITMENT TO THE POST OF LEGAL OFFICER OF THE DEPARTMENT OF ARCHAEOLOGY UNDER THE MINISTRY OF
BUDDHASASANA, CULTURAL AND RELIGIOUS AFFAIRS - 2019

(For office use only)

(Indicate the number relevant to the medium applied for in the cage, Sinhala - 2/Tamil - 3/English - 4)

Note :- The medium cannot be changed once it is applied.

1.0 1.1 Name in full (Mr./Mrs./Miss) : _____.
(In Sinhala/Tamil)

1.2 Name in full : _____.
(In English block capitals)

1.3 Name with initials (Mr./Mrs./Miss) : _____.
(In Sinhala/Tamil)

1.4 Name with initials : _____.
(In English block capitals)
E.g. : GUNAWARDHANA, M. G. B. S. K.

2.0 2.1 Permanent address : _____.
(In Sinhala/Tamil)

2.2 Permanent address : _____.
(In English block capitals)

3.0 3.1 Sex : Male - 0
(Indicate in relevant cage) Female - 1

3.2 Marital status : Married - 1
(Indicate in relevant cage) Single - 2

3.3 Date of birth : Year : Month : Day :

3.4 Age as at 13.02.2020 : Years : Months : Days :

3.5 Number of NIC No. :

4.0 4.1 Particulars of the qualifications possessed for applying for the interview as per the notification for calling applications :

Institution from which qualifications have been possessed

Date of the qualification

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The date of taking oaths as an Attorney-at-Law of the Supreme Court :_____.

4.2 Particulars pertaining for possessing each qualification as per No. 06 of the notification for calling applications :

4.3 Additional educational qualifications :_____.

4.4 Additional professional qualifications :_____.

4.5 Additional experience :_____.

4.6 Proficiency in languages :_____.

4.7 Knowledge in information technology :_____.

5.0 Have you ever been convicted for any charge by a court ?
(Indicate (✓) in relevant cage.) (If the answer is yes, give particulars)

No	<input type="checkbox"/>
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Yes	<input type="checkbox"/>
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6.0 Certificate of the candidate :

I hereby declare that particulars furnished by me in this application are true and correct, and all the parts of the application have correctly perfected. I am aware that if any particular contained herein is found to be false I am liable to disqualification before appointment and to dismissal from service if the inaccuracy is detected after appointment. Further I hereby agree to abide by all conditions.

Signature of the candidate.

Date :_____.

7.0 Attestation of the signature of the candidate :

I hereby certify that Mr./Mrs./Miss who submits this application is known to me personally and that he/she placed his/her signature in my presence on.

Signature of the officer attesting the signature.

Date :_____.

Name in full :_____.

Designation :_____.

Address :_____.

(To be confirmed by official stamp)

8.0 Recommendation of the Head of Department :

It is hereby certified that above mentioned Mr./Mrs./Miss is serving at this institution and further the particulars furnished by him/her are correct. Further it is certified that his/her work, attendance and conduct are satisfactory and no charge has been made against the officer and the officer can be released from the service of this institution, if he/she is selected to the aforesaid post.

Signature of the Head of Department/Institution.

Name :_____.

Designation :_____.

Address :_____.

Date :_____.

(To be confirmed by official stamp)