



PUBLIC SERVICE COMMISSION

Recruitment of Open Base for the Post of Legal Officer (Grade III in Executive Category) of the State Ministry of Prison Management and Prisoners Rehabilitation Affairs - 2021

APPLICATIONS are invited from Sri Lankan citizens who have fulfilled the qualifications mentioned in this announcement to fill the vacancy in the post of Legal Officer, Grade III, Executive Service Category, Ministry of Prisons Management and Prisoners Rehabilitation.

1. *Method of Recruitment:* Out of the candidates who have fulfilled the qualifications mentioned in the announcement, the candidate who obtains the highest marks on the results of an Eligibility Assessment Interview conducted by an Eligibility Assessment Interview Board appointed by the Public Service Commission will be recruited for the vacancy.

Eligibility Assessment Interview is conducted in accordance with the scoring procedure approved by the Public Service Commission (mentioned under No. 06).

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

02. Required Qualifications :

(i) *Educational / Vocational Qualifications :*
Should have been sworn in as an Attorney at Law of the Supreme Court.

(ii) *Experience :*

Should have at least three (03) years of active professional experience as a lawyer after being sworn in as an Attorney at Law of the Supreme Court. (Documents submitted to substantiate

active professional experience should be submitted for the interview clearly stating the time of experience and date with the official stamp.)

or

Should have at least three (03) years of experience in the legal field relevant to the below mentioned functions in a public institution after being sworn in as an Attorney at Law of the Supreme Court.

- (A) Coordinating legal matters with the Attorney General's Department regarding cases.
- (B) Legal matters related to contracts
- (C) Legal matters relating to relevant acts and ordinances
- (D) Compilation of legal documents such as bills, circulars and regulations
- (E) Legal or judicial proceedings or investigations conducted by various statutory bodies.

(These facts should be confirmed by a certificate and documents issued by the Secretary, Head of Department.)

(iii) *Physical Fitness* :

Every candidate should be physically and mentally fit to serve in any part of Sri Lanka and to perform the duties of the post.

(iv) *Other Qualifications* :

- Must be a Sri Lankan citizen.
- Applicants must be of excellent character.
- No clergyman of any denomination is eligible to apply.
- Must have completed all the qualifications required for recruitment to the post by the last date for calling applications

3. *Terms of employment and terms of service* :

- (i) This post is permanent and pensionable. You will be subject to future government policy decisions regarding your pension scheme. You must contribute to the Widows and Orphans Pension Scheme / Widowers and Orphans Pension Scheme. You will have to pay the contribution as required by the Government from time to time.
- (ii) This appointment is subject to a probationary period of 03 years. Must pass the first Efficiency Bar Examination as mentioned in the recruitment procedure within 03 years of being recruited to the post.
- (iii) Proficiency in the relevant official language / languages should be obtained in accordance with the provisions of Public Administration Circular 18/2020 dated 16.10.2020.
- (iv) This appointment is subject to the procedural rules of the Public Service Commission, the Establishments Code of the Democratic Socialist Republic of Sri Lanka, Government Financial Regulations and other departmental directives.
- (v) The language medium in which the application is made will not be changed later and the language medium you are eligible for appointment will be the language medium mentioned in the application form.

4. *Age limit.*– Must be not less than 21 years of age and not more than 45 years of age by the closing date for applications.

5. *Salary Scale.*– According to Schedule I of the Public Administration Circular No. 03/2016 dated 25.02.2016, the monthly salary scale applicable to this post is Rs.47615-10 x 1335-8 x 1630-17x 2170-110895/- (SL-1-2016).

6. The following scoring procedure is used for the Eligibility Assessment Interview.

Serial Number	Subject	Marks	Maximum Marks
01.	Additional Educational Qualifications		25
	(A) Post Graduate Degree in Law from a University recognized by the University Grants Commission	25	
	(B) Post Graduate Diploma in Law from a University Recognized by the University Grants Commission or Post Graduate Diploma in Law from the Institute of Higher Education, Sri Lanka Law College	20	
	(C) Obtained from a University recognized by the University Grants Commission,		
	<ul style="list-style-type: none"> ● Bachelor of Laws Degree with first class honors ● Bachelor of Laws Degree with a second class upper division ● Bachelor of Laws with a class ● Bachelor of Laws with a general pass 	15 10 07 05	
	(D) First class pass in final year of Law College Second class pass in final year of law college	10 05	
	Note I: The above 05 marks will be given only if the final examination of the Law College is passed with honors.		
	Note II: Marks are given only for the highest qualification		
02.	Additional professional experience Additional experience of a nature referred to in Application Notice 2. (ii) (Except 03 years experience required to obtain the basic qualification) - 07 marks per year Maximum: 35 marks - For more than 06 months and less than one year: 03 marks <ul style="list-style-type: none"> ● Additional experience should be attested by a certificate obtained from a lawyer or a judicial officer who has completed at least 15 years of service (this period of service should be mentioned in the certificate issued on behalf of the applicant). ● The fact that the above qualifications have been fulfilled by an officer of government or private sector during his tenure in a legal position should be certified with a service certificate by the Head of the relevant departments / institutions. 		35

Serial Number	Subject	Marks	Maximum Marks
03	<p>Knowledge of IT</p> <p>(A) A degree from a University recognized by the University Grants Commission with Information Technology or Computer Science as a major subject.</p> <p>(B) 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 body</p> <p>(C) Diploma in Computer Science or Information Technology from a University recognized by the University Grants Commission or a Diploma in Computer Science or Information Technology at NVQ Level 5 or above from any other institution.</p> <p>(D) Certificates obtained by attending courses / training programs in the field of Information and Communication Technology Law at a University recognized by the University Grants Commission or at the Sri Lanka Law College or any other government recognized training / professional institute (02 marks each for a maximum of two certificates will be given.)</p> <p><i>Note:</i> Scores are awarded only for the highest qualification</p>	<p>10</p> <p>08</p> <p>05</p> <p>04</p>	10
04	<p>Language ability</p> <p>(A) Degree obtained from a University recognized by the University Grants Commission with English as a major subject.</p> <p>(B) Should have studied a</p> <p>Postgraduate Degree in Law in English from a University recognized by the University Grants Commission or a Post Graduate Diploma in Law from the Sri Lanka Law College in English.</p> <p>(C) Diploma in English from a University recognized by the University Grants Commission or NVQ 5 or above Diploma in English from another Institution</p> <p>(D.) Should have passed the GCE (Advanced Level) Examination (Local or London) with at least a distinction pass in English or an IELTS overall score of 6.5 or higher, TOEFL-IBT 79 or higher, TOEFL-CBT 213 or higher Or TOEFL-PBT 550 or higher.</p> <p>(E) Advanced Certificate in English from a University recognized by the University Grants Commission or NVQ Level 4 Certificate in English from another Institution</p> <p><i>Note:</i> Marks are given only for the highest qualification.</p>	<p>12</p> <p>10</p> <p>08</p> <p>05</p>	15
05	<p>The skill shown at the interview</p> <p>i. General knowledge and intelligence</p> <p>ii. Knowledge of modern trends in the field of law</p> <p>iii. Ability to express ideas clearly and personality</p>	<p>05</p> <p>05</p> <p>05</p>	15
	Total		100

Note.- If the relevant periods are not mentioned in the certificates submitted at the Eligibility Assessment Interview, it is the responsibility of the applicant to have the relevant periods in writing certified by the relevant institution. Certificates without relevant periods mentioned or the relevant periods are not validated are not considered for giving marks.

7. *The identity of the candidates.*– Only candidates who have submitted completed applications in all respects will be called for the qualifying interview.

Original and duly certified copies of all certificates should be submitted at the interview.

The following identity cards will be accepted to prove their identity at the interview.

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

8. **How to submit the application :**

- (i) Applications should be submitted by registered post on or before **05.04.2021** to the Secretary, “**State Ministry of Prison Management and Prisoners Rehabilitation Affairs, No. 40, Buthgamuwa Road, Rajagiriya**”. Applications received after that date will be rejected.
- (ii) A specimen application form to be submitted will appear at the end of this notice. Applicants should prepare their applications on A4 size paper and prepare the first page from No. 01 to No. 14 and the second page No. 15 in their own handwriting.
- (iii) The top left corner of the envelope should state "**Recruitment to the post of Legal Officer Grade III**".
- (iv) Candidate's Signature on the Application Should be certified a Principal of a Government School / Justice of the Peace /Commissioner of Oaths /Attorney-at-Law /Notary Public /Commissioned Officer of the Armed Forces or by an officer holding a permanent post in the Government or Provincial Public Service earning a combined monthly salary of Rs. 47,615/- or above.
- (v) Officers currently employed in the Public Service or Provincial Public Service should submit their applications through the Head of Department of the Department in which they are working.
- (vi) Applications that do not conform to the accompanying specimen application form will be rejected. No complaints will be accepted regarding loss or delay of applications.

9. **Providing false information:** If any of the information mentioned in the application form sent by you is found to be false or erroneous before being recruited, your candidature will be canceled. If such false or misleading information is discovered after recruitment, action will be taken for the dismissal subject to the relevant procedures.

10. The Public Service Commission reserves the right to fill or not to fill vacancies.

11. If there is any inconsistency or discrepancy between the Sinhala, Tamil and English language texts of this *Gazette Notification*, then the Sinhala language text shall prevail.

12. Decisions taken by the Public Service Commission on any matter not mentioned in this announcement or in case of any problem in this recruitment process are final decisions.

As per the directive of the Public Service Commission,

Secretary,
State Ministry of Prison Management and
Prisoners Rehabilitation Affairs.

05th of March, 2021

SPECIMEN APPLICATION FORM

PUBLIC SERVICE COMMISSION

APPLICATION FOR THE POST OF LEGAL OFFICER, GRADE III, EXECUTIVE SERVICE CATEGORY,
MINISTRY OF PRISONS MANAGEMENT AND PRISONERS REHABILITATION AFFAIRS

Number :-
(For office use)

(Write the relevant media number in the box)

Sinhala - 2 / Tamil - 3 / English - 4

Note: - The medium of application cannot be changed

01. (A) Name with Initials (in Sinhala / Tamil) :.....
.....
Name with Initials (in capital letters) :
.....
- (B) Full Name (in Sinhala/) :.....
.....
Full Name (in capital letters):
.....
02. Permanent Address (Sinhala / Tamil) :.....
.....
03. Permanent Address (in capital letters):
.....
04. Phone Number :.....
05. National Identity Card Number:.....
06. Gender:.....
07. Date of Birth: - Year :....., Month :....., Date
08. Closing date for applications Age: - YearsMonthsDates
09. Nationality :.....
10. Marital status :.....
11. Law Degree Details: -
University:
Date of Graduation:
Language Medium:.....
12. Date of swearing in as an Attorney at Law:
13. Professional Experience as a Lawyer: - Years :.....
14. Eligibility as per paragraph 09 of the call for applications: -
i.
ii.
iii.
iv.

- v.
- vi.
- vii.
- viii.
- ix.

15. Language Proficiency: - (Mark ✓ in the relevant column)

	<i>Very good</i>	<i>Good</i>	<i>Ordinary</i>	<i>Weak</i>
Sinhala				
Tamil				
English				

Certificate of the applicant

I hereby declare that all the facts mentioned in this application are true and correct. I assure you that I have not been dismissed from government service or retired on the grounds of inefficiency as a sympathetic alternative and will not be treated as a resigned. I am aware that I am subject to disqualification if any of the content contained herein is found to be untrue or incorrect prior to my selection, and that I may be dismissed without any undue compensation if such a situation is discovered after the selection.

.....,
 Signature of the applicant.

Date:

Certificate from the Head of the Department for Public Service Applicants :

I hereby inform that Mr./Miss/Mrs. is currently working at this Ministry / Department as a permanent / temporary / casual officer and if he / she is selected for this post, he / she can / cannot be released from this service.

.....,
 Signature of the Head of Department and the official seal.

Date :

Name :

Position :

Ministry / Department :