



CALLING OF APPLICATIONS FOR RECRUITMENT TO THE POST OF LEGAL ASSISTANT IN THE CATEGORY OF ASSOCIATE OFFICERS IN THE DEPARTMENT OF FISHERIES AND AQUATIC RESOURCES

APPLICATIONS are invited from Sri Lankan Citizens who have fulfilled the qualifications to fill the vacancies for the post of Legal Assistant in the Category of Associate Officers of the Department of Fisheries and Aquatic Resources.

1. Designation : Legal Assistant
Category : Associate officer
No. of vacancies : 02

2. *Educational Qualifications.*—Should have obtained a Bachelor's Degree in Law (LLB) from a University recognized by the University Grants Commission.

3. *Salary:*-

- I. Salary code: MN 4 - 2016 (In terms of Public Administration Circular No. 03/2016)
- II. Salary Scale: RS. 31,490 - 10 x 445 -11x 660- 10 x 730-05 x 750- RS. 54, 250/=
- III. Government approved cost of living allowance will be paid in addition to the salary.

4. *Age Limit.*– Candidates should not be less than 21 years and not more than 35 years as at the closing date of applications.

5. *Physical Requirements.*– Every candidate should be physically and mentally fit to discharge duties of the post and to serve in any part of Sri Lanka.

6. *Other Qualifications :*

- I. Should be a citizen of Sri Lanka.
- II. Should be of excellent character.
- III. Should be qualified in all respects for recruitment to the post as at 21.05.2021.

7. *Method of Recruitment.*– Candidates will be recruited on the results of the structured interviews to be held in accordance with the marking scheme (Indicated under Para No. 08 in this *Gazette* Notification) approved by the Public Service Commission.

8. The structured interview will be conducted based on the following marking scheme.

<i>Areas for which marks will be allocated after checking</i>	<i>Maximum marks</i>	<i>Minimum marks to be considered for selection</i>
Extra Educational Qualifications*	20	} Not applicable
Extra Professional Qualifications *	15	
Experience*	30	
Language Proficiency	15	
Knowledge about Information Technology*	15	
Skills demonstrated at the interview	05	
Total	100	

* Qualifications to be proved in writing.

9. *Nature of Appointment :*

- I. This post is permanent and pensionable. You should be subjected to the policy decisions taken in future by the government about the pension scheme.
- II. Selected candidates will be on probation for a period of three years (03) from the date of appointment.
- III. Those who are appointed are bound to serve in any part of the Island.
- IV. Appointees will be required to duly accomplish the other requirements prescribed by the government pertaining to the post.

10. *Method of Application :*

I. *Specimen Application :*

Published at the end of this application .The application should be prepared in the medium of Language in which the candidate intends to appear before the structured interview, and should be perfected in his/her writing. Each section of the application should be perfected by the candidate as instructed. Any sections that do not apply to him/her should be noted as "Not Applicable. " It should be thoroughly kept in mind that leaving blank Columns in the application may result in rejection, (It should be specially noted that the application form should be prepared in an A4 sheet in a manner that titles 1 to 6 appear on page one, 07 to 09 on page two and the rest on page three of the paper). Applications incomplete and not conforming to the specimen application will be rejected without any notice. It would be sufficient to keep a photocopy of the perfected application.

II. *Procedure and Closing Date of Application :*

Applications should be sent by registered post on or before 21.05. 2021 to reach the Director General of Fisheries and Aquatic Resource, New Secretariat, Maligawatta, Colombo - 10. Application received after the said date shall be rejected. The top left hand corner of the envelope containing the application should clearly bear the wording "Recruitment to the Post of Legal Assistant".

III. *Applications of the candidates who are already employed in Public Service :*

The candidates who are already employed in the Public Service should submit their applications through the Head of the Department or Institution in which they are working.

IV. *Attestation of Applications :*

Signature of the candidates who are already in the Public Service should be certified by the Head of the relevant Department or an officer authorized to do so on his/her behalf. The signature of the other candidates should be attested by an authorized officer i.e.. Justice of the Peace/Commissioner for oaths/Attorney-at-Law/Notary Public/Principal of a Government School / Commissioned Officer in Navy/ Air Force/Army/a Staff Officer in a permanent post in the Public Service/Chief Incumbent of a Buddhist Temple or Presiding Priest in charge of any other religious place of worship of holding a significant position in the clergy.

11. *Furnishing False Information.*– If any particulars mentioned in the application by the candidates are found to be false or erroneous at any stage prior to during after the structured interview, his/her candidature is liable to be cancelled. In case such false or erroneous information is revealed after the recruitment, he/she will be dismissed from the service forthwith.

12. Any matter not provided for in this notification will be dealt with at the discretion of the Director General of the Department of Fisheries and Aquatic Resources.

13. In case of any inconsistency between Sinhala, Tamil and English text in the notification, Sinhala notification shall prevail.

Director General,
Department of Fisheries and Aquatic Resources.

Maligawatta
Colombo -10
On 23rd of April, 2021

Put the (V) against the medium of language you wish to appear before the structured Interview.
(Not allowed to change later)

Sinhala	
Tamil	
English	

SPECIMEN APPLICATION FORM

DEPARTMENT OF FISHERIES AND AQUATIC RESOURCES

RECRUITMENT TO THE POST OF LEGAL ASSISTANT IN THE DEPARTMENT OF FISHERIES AND AQUATIC RESOURCES - 2021

1. Name of the Candidate :

1.1. Name with initials :
(English Block Capitals Eg:- SILVA . A.B)

1.2. Names denoted by initials :
(English Block Capitals)

1.3. Name with initials (initials to be written at the end):
(In Sinhala/ Tamil)

1.4. Names denoted by initials :
(In Sinhala/Tamil)

2. National Identity Card No. :

3. Sex: Male Female
(Put the (✓) in the relevant cage)

4. Marital status: Married Single
(Put the (✓) in the relevant cage)

5. Date of Birth: Year : Month : Date :
Age as at the closing date of Application: Years : Months : Days :

6. Whether you are a citizen of Sri Lanka : Yes No
(Put the (✓) in the relevant cage)

7. (i) Permanent Address :
.....
.....
.....
(If the address is changed it should be informed forthwith)

(ii) Private Address :
.....
.....
.....

8. E-mail :

9. Telephone No. : Fixed : Mobile :

10. Educational Qualifications :

10.1 Details of the G. C. E. (O/L) Examination :
Year and Month : Index No. :
Medium :

No.	Subject	Grade
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

(Indicate the highest qualifications obtained)

10.2 Details of the G. C. E. (A/L) Examination :

Year and Month : Index No. :

Medium :

<i>No.</i>	<i>Subject</i>	<i>Grade</i>

(Indicate the highest qualifications obtained)

10.3 Qualifications in legal field/professional qualifications :

<i>Examination/Degrees</i>	<i>Effective Date</i>	<i>University/Institute</i>

10.4 Other Educational/Professional Qualifications :

<i>Qualifications</i>	<i>Effective Date</i>	<i>Institute from the Qualifications obtained</i>

11. Whether you have been dismissed from a post of Public Service ? (If so, indicate particulars) :

12. Is there any departmental disciplinary inquiry against you (If already employed in the Public Service) :

13. Whether you have been convicted of an offence by the Court ? If "yes" indicate particulars :

14. Name two Non Related Referees ; from whom details about you could be inquired :

- | | |
|-----------------------|-----------------------|
| 1. Name : | 2. Name : |
| Designation : | Designation : |
| Address : | Address : |
| Telephone No. : | Telephone No. : |

15. Certification of the candidate :

I declare that the information furnished by me in this application is true and accurate to the best of my knowledge. I am also aware that if any particular contained herein are found to be false and inaccurate, I am liable for disqualification before appointment and dismissal from service without any compensation if the inaccuracy is detected after appointment.

.....,
Signature of the Candidate.

Date :

Attestation of the signature of the candidate (Strike off inapplicable words) :

I hereby certify that Mr./Mrs./Miss who is submitting this application is personally known to me and that he/she placed his/her signature in my presence on this day of 2021.

.....,
Signature of the Attestor.

Full name of the Attestor :.....
Designation :.....
Address :.....
(Place the official frank)
Date :.....

If the candidate is already employed in Public/Provincial Public Service/a State Corporation, recommendation of the Head of the Institution :

I hereby certify that Mr./Mrs./Miss who is submitting this application is personally known to me, that he/she serving in (Ministry/Department/State Corporation) and that no any disciplinary inquiry is pending against him/her. I further declare that he/she placed his/her signature before on this day of 2021 and that he/she could be released from the service of this (Ministry/Department/ Corporation) if he/she is selected for the post of Legal Assistant.

.....,
Signature of the Head of the Institution.

Full name of the Head of Institution :.....
Designation :.....
Official Address :.....
(Place the official frank)
Date :.....