

PUBLIC SERVICE COMMISSION

Recruitment on Open Basis for The Post of Legal Officer (Grade III of the Executive Service Category) - 2021

APPLICATIONS are invited for the post of Legal Officer (01) in the Office of the Public Service Commission from the citizens of Sri Lanka who have fulfilled the following qualifications.

01. Method of Recruitment -

The candidate who obtains the highest marks from among those who are meeting with the qualifications set out in the notice will be selected and recruited to the vacancy upon the results of an interview for evaluating eligibility conducted by a Board of interview appointed by the Public Service Commission. The interview for evaluating eligibility will be held in conformity with the marking scheme approved by the Public Service Commission.

02. Required Qualifications -

I. Educational/ Professional Qualifications :
Should have sworn in as an Attorney-at-Law in the Supreme Court.

II. Experience :

Should have obtained a practical professional experience in not less than three (03) years subsequent to swearing in as an Attorney-at-Law in the Supreme Court. (Documents provided to prove practical professional experience should be furnished at the interview after having clearly stated the period of experience, date and official seal.)

or

Should have obtained experience relating to the following functions in not less than 03 years in the field of Law in a public institution subsequent to swearing in as an Attorney-at-Law in the Supreme Court.

- i. Legal matters on cases and coordination with the Attorney General's Department.
- ii. Legal matters relating to Agreements.
- iii. Legal matters relating to Rules, Regulations and Acts.

- iv. Formulation of legal documents such as bills, circulars and regulations.
- v. Legal matters or inquiry proceedings conducted by various statutory institutions. (These matters should be proved by a certificate issued by the Head of the Department)

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

IV. Other Qualifications :

- * Should be a citizen of Sri Lanka
- * Should be of excellent moral character
- * All qualifications above should have been completed in every respect as at the date on which this notice is published in the *Gazette*.

03. Terms of engagement and conditions of service:

I. This post is permanent and pensionable. You are required to contribute to the Widows'/Widowers' and Orphans Pension Scheme. You are subject to a policy decision made by the Government in the future on the Pension Scheme entitled to you.

II. This appointment will be subject to a probationary period of three (03) years. Officers should pass the first efficiency bar examination within 03 years from the date of recruitment as prescribed in the Scheme of Recruitment.

III. You are required to establish the fact that you have acquired proficiency in prescribed official languages before exceeding 05 years from the date you assumed duties of this appointment in terms of the provisions of Public Administration Circular 01/2014 dated 21.01.2014 and the circular provisions incidental thereto.

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 of the Government and to the other departmental orders.

04. Age Limit :

Should not be less than 21 years and not more than 45 years of age as at the closing date of applications.

05. Salary Scale :

This post carries the Salary Scale (Monthly) of Rs. 47,615-10x1335-8x1630-17x2170-110.895/- (the salary will be paid to you in terms of Schedule II of the Public Administration Circular No. 03/2016 dated 25.02.2016. The salary Code entitled to you is SL-1-2016)

06. Functions relating to the post :

- I. Appear for / represent the Public Service Commission, as applicable, explaining the position of the Commission on complaints made to the Administrative Appeals Tribunal, Human Rights Commission, Court of Appeals, Supreme Court, Parliamentary Petition Committee and Ombudsman, against the decisions/ orders of the Public Service Commission.
- II. Prepare all reports relating to legal matters and maintain the files.
- III. Liaise with the Attorney General's Department regarding legal matters.
- IV. Prepare the relevant reports on inquiries made by the Commission to Investigate Allegations of Bribery or Corruption and appear before such Commission with relevant information when calling.
- V. Appear before the respective court representing the Public Service Commission when the Hon. Attorney General does not appear for the Commission.
- VI. Other duties assigned by the Head of the Institution.

07. Interview for evaluating eligibility will be on the basis of the marking scheme below.

<i>Srl. No.</i>	<i>Subject</i>		<i>Maximum Marks</i>												
I.	<p>Additional Educational Qualifications : Following degrees in the relevant field obtained from a university recognized by the University Grants Commission</p> <ul style="list-style-type: none"> * Doctor of Philosophy (PhD) * Master of Philosophy (MPhil) * Postgraduate Degree (Masters) * Bachelor of Laws (Basic Degree) <p>Postgraduate Diploma in the relevant field or Postgraduate Diploma in Laws obtained from an institute recognized by the government. (Not less than one year) (For a maximum of 02 courses)</p> <p>Certificate Courses in the relevant field awarded by an institute recognized by the government .(Not less than 06 months) (For a maximum of 02 courses)</p>	<p>12</p> <p>12</p> <p>09</p> <p>07</p> <p>05</p> <p>02</p> <p>01</p>	12												
II.	<p>Additional Professional Experience :</p> <table border="1"> <thead> <tr> <th></th> <th>Marks for the cases filled and appearing before the Court (Per one case)</th> </tr> </thead> <tbody> <tr> <td>Supreme Court</td> <td>05</td> </tr> <tr> <td>Court of Appeal</td> <td>04</td> </tr> <tr> <td>High Court</td> <td>03</td> </tr> <tr> <td>District Court</td> <td>05</td> </tr> <tr> <td>Tribunal</td> <td>03</td> </tr> </tbody> </table>		Marks for the cases filled and appearing before the Court (Per one case)	Supreme Court	05	Court of Appeal	04	High Court	03	District Court	05	Tribunal	03		50
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Supreme Court	05														
Court of Appeal	04														
High Court	03														
District Court	05														
Tribunal	03														

Srl. No.	Subject		Maximum Marks
III.	Literacy in Information Technology : For a Diploma in Information Technology not less than 01 year or 1500 hours obtained from an institute recognized by the government. For a Certificate Course in Information Technology obtained from an institute recognized by the government (06 months or more) (Marks will be given only for the maximum qualification)	03 02	03
IV.	Language Proficiency (Proficiency in Sinhala / Tamil and English languages) : Following degrees in the relevant field obtained in English medium from a university recognized by the University Grants Commission. * Doctor of Philosophy (PhD) * Master of Philosophy (MPhil) * Another degree Diploma in English Language obtained from a university recognized by the University Grants Commission or an institute recognized by the government. (01 year or 1500 hours) Certificate Course in English Language obtained from a university recognized by the University Grants Commission or an institute recognized by the government. 06 months / 720 hours 03 months / 360 hours (Marks will be given only for the maximum qualification)	15 13 12 10 05 03	15
V.	Merit shown in the interview : Attitudes on the profession and its ethics Knowledge in current trends of the field of Law (with special emphasis on Human Rights Law, statutory Law, Law of Evidence) Fluency and the ability to express views logically	04 10 06	20
	Total Marks		100

08. Verification of Qualifications :

- I. Originals of all certificates and duly certified copies of the certificates should be furnished at the interview for evaluating eligibility.
- II. Duly certified copies of case reports should be furnished to prove the professional experience referred to in 7(II) above.

09. Identity of the Candidate :

The following identity cards are accepted to establish the identity of the candidate at the interview for evaluating eligibility.

- a. Valid National Identity Card issued by the Commissioner General of the Department of Registration of Persons.
- b. Valid Passport
- c. Valid driving license

10. Method of Application :

- I. Applications should be sent by registered post to reach the following address on or before **22.11.2021**. Applications received after the closing date will be rejected.

Secretary,
Public Service Commission,
1200/9,
Rajamalwatta Road,
Battaramulla.

- II. A Specimen of the application to be preferred is appended at the end of this notice.

Applications should be prepared in A4 size papers indicating the items No. 01 to 04 on the first page and the items No. 05 to 08 on the second page and items No. 09 to 12 on the third page and perfected in applicant's own handwriting. (Certified copies of the certificates furnished to prove the qualifications should be attached to the application.)

- III. The top left corner of the envelop containing the applications should be marked as "Application for the post of Legal Officer".
- IV. The signature of the applicant should be attested by a Principal of a Government School, Justice of Peace, Commissioner for Oaths, Attorney-at-Law, Notary Public, Commissioned Officer of the Three-Armed Forces or a permanent staff officer in the Public Service or Provincial Public Service drawing a consolidated monthly salary of Rs. 36,491/- or above.
- V. Applicants who are already in the Public Service or Provincial Public Service should forward their applications through the respective Heads of Departments in which they are presently serving.
- VI. Those who have completed the application in every respect will only be invited for the interview for evaluating eligibility.
- VII. The applications not in conformity with the prescribed specimen application will be rejected. No. complaints will be entertained over loss or delay of applications.

11. Furnishing false information :

If any information furnished by you in the application is found to be false or erroneous before the recruitment, your candidature will be cancelled. In case any such false or erroneous information is detected after the recruitment, you will be dismissed from service subject to the procedure related thereto.

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

13. In the case of any matter not provided for in this notice or where a problematic situation arises in this process of recruitment, the decisions made by the Public Service Commission thereon will be final.

14. In the event of any inconsistency or discrepancy between the Sinhala, Tamil and English texts of this *Gazette* Notice, the Sinhala text shall prevail.

By order of the Public Service Commission,

M. A. B. DAYA SENARATH,
Secretary,
Public Service Commission.

Office of the Public Service Commission,
1200/9,
Rajamalwatta Road,
Battaramulla.
22nd October, 2021

05. Additional Qualifications :

Course	Institution	Effective date of qualification/ certificate

06. Experience in the field of Law :

	<i>No. of the cases filled and appearing before the Court</i>
Supreme Court	
Court of Appeal	
High Court	
District Court	
Tribunal	

07. Courses followed relating to Information Technology:

- i. University or Institute :
- ii. Name of the Degree or Course :
- iii. Effective Date of the Degree Certificate or Course Certificate :
- iv. Duration of the Course :
- v. Medium of Language :

08. 8.1 Language Proficiency :

	<i>Speaking</i>			<i>Writing</i>			<i>Reading</i>		
	<i>Very Good</i>	<i>Good</i>	<i>Weak</i>	<i>Very Good</i>	<i>Good</i>	<i>Weak</i>	<i>Very Good</i>	<i>Good</i>	<i>Weak</i>
<i>Sinhala</i>									
<i>Tamil</i>									
<i>English</i>									

8.2 Details of language courses you have followed (Degree/Diploma/Certificate Course) :

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09. Have you ever been convicted before a Court of Law ?
(Indicate ✓ in the relevant cage; if yes, give details)

Yes No

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10. Applicant's Declaration :

- (a) I do solemnly declare that the particulars given by me in the applications are true and correct to the best of my knowledge. I agree to bear the loss incurred by not completing a part hereof and/or furnishing false information in regard to any part hereto. Furthermore, I do declare that all parts of this application have been filled up accurately.
- (b) I am aware that if my declaration is found to be false, I am liable to disqualification before selection and to dismissal from service if detected after the appointment.
- (c) Furthermore, I do declare that I am bound to abide by the rules and regulations made by the Public Service Commission pertaining to the holding of the Structured Interview.
- (d) I will make no alternations subsequently to any information furnished by me in this application.

.....
Date

.....
Applicant's Signature

11. Attestation of Applicant's Signature :

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

Date.

.....
Signature and official seal of the Attestor

12. Certification of the Head of the Department/ Institution I hereby certify that Mr./Mrs./Miss who submits this application is presently serving in the post of in this Ministry/ Department/ Institution and I recommend and forward his/her application. He/she can be released from the service of this institution if selected for this post.

Date.

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Signature of the Head of the
Department/ Institution

Name :
Designation :
Address :
(Should be authenticated by the official seal)