



## LEGAL DRAFTSMAN'S DEPARTMENT

### **open competitive examination for the filling of vacancies in the post of editor grade III and documentation assistant grade III of the management assistant non technical category 2 in the legal draftsman's department - 2022**

APPLICATIONS are invited for the selection of suitable Sri Lankan citizens to fill the vacancies in two post of Sinhala Editor, two posts of Tamil Editor and one post of English Editor of Editor Grade III and three posts of Tamil Documentation Assistant and five posts of English Documentation Assistant of Documentation Assistant Grade III in the Legal Draftsman's Department.

Candidates who have fulfilled the required qualifications will be selected to be appointed to the posts of Editor Grade III and Documentation Assistant Grade III, according to the results of a written examination held by the Sri Lanka Institute of Development Administration, on behalf of the Legal Draftsman's Department.

#### 01. Conditions of Employment :

- 1.1 These posts are permanent and pensionable, contributions should be made to the Widows/Widowers and Orphans Pension Fund and appointees shall be subject to the policy decisions with respect to the pension scheme, made by the Government from time to time.
- 1.2. Officers appointed to these posts are subject to a probation period of three (03) years.
- 1.3. The applicants should acquire proficiency in the prescribed official language/languages within 03 years from the recruitment to the post as per the Public Administration Circular No. 18/2020.

1.4. This appointment is subject to the procedural rules of the Public Service Commission, Establishment Code of the Democratic Socialist Republic of Sri Lanka, Financial Regulations of the Government and other Departmental Regulations.

1.5. The appointment of applicants who fail and/or refuse or avoid to assume the duties of the post on the relevant date may be cancelled.

02. Salary Scale :

This post carries a (monthly) salary scale of (MN 1 - 2016) Rs. 29,140 - 10x300 - 11x350 - 10x495 - 10x660 - Rs. 45,540/- in terms of the Public Administration Circular No. 03/2016.

03. Qualifications/Experience :

Every applicant should have fulfilled all the qualifications pertaining to the relevant post on or before the closing date of applications.

3.1. Educational qualifications :

(a) Should have passed the G.C.E. (O/L) Examination in six subjects with credits in at least four (04) subjects including Mathematics and Sinhala/Tamil/English language at one sitting ;

and

(b) Should have obtained at least a credit pass in Sinhala language or Tamil language or English language at the G.C.E. (Advanced Level) Examination.

NOTE :

(i) The applicant should have completed the qualifications for the language subjects relevant to the medium applied, at the G.C.E. (O/L) and G.C.E. (A/L).

(ii) In the absence of a sufficient number of applicants who have obtained a credit pass in English language at the G.C.E. (A/L) examination, having obtained a credit pass in Sinhala/ Tamil language at the G.C.E. (A/L) examination and a pass in English or a credit pass in General English at the G.C.E. (A/L) will be considered as a qualification.

3.2. Experience :

Only the applicant for the Post of Documentation Assistant should have at least one year experience in a Government recognized establishment in computer related work (*eg. Open Office Microsoft-Word-Excel etc.*)

3.3. Physical Qualifications :

Every applicant should possess sufficient physical and mental suitability to serve in any part of Sri Lanka and to perform the duties of the post (selected applicants will be subject to a medical investigation).

3.4. Other Qualifications :

(i) Applicants should be citizens of Sri Lanka.

(ii) Applicants should be of unblemished character.

3.5. Age Limit :

Should be not less than 18 years and not more than 30 years of age as at the closing date of applications.

## 04. Written examination :

## 4.1. Written examination : Editor

<i>Question Paper</i>	<i>Time</i>	<i>Total marks</i>	<i>Pass mark</i>
Test the knowledge on Sinhala/Tamil/English languages and spelling	1 1/2 hours	100	40%

## 4.1.1 Syllabus :

<i>Name of the question paper</i>	<i>Syllabus</i>
Test the knowledge on Sinhala/Tamil/English languages and spelling	A paper consisting of three questions with two parts to evaluate the proof reading skills, specially the proof reading skills relating to the publications of this department and a question to test the correct Sinhala/Tamil spelling.  NOTE : Marks will be deducted for eligible handwriting and spelling mistakes.

## 4.2. Written examination : Documentation Assistant

<i>Question paper</i>	<i>Time</i>	<i>Total marks</i>	<i>Pass mark</i>
Intelligence Test	one hour	100	40
Language proficiency	one hour	100	40

## 4.2.1 Syllabus

<i>Name of the question paper</i>	<i>Syllabus</i>
Intelligence Test	A question paper to test the general intelligence, logical skill, expression of ideas, statistical skill and comprehension skill.
Language proficiency	a question paper to test the spelling, grammar, expression of precise and clear ideas, knowledge of expressions of the language, summarizing and essay writing.

## 4.3. Method of recruitment :

Applicants who have obtained the highest marks (equal to the number of vacancies) from the applicants who have obtained marks more than 40% for each of the above papers will be interviewed by a panel of interviewers appointed by the Legal Draftsman in order to test the qualifications mentioned in the notification and the physical suitability of the applicants. Marks will not be given for the interview.

05. Conditions for the examination :

5.1 An applicant applying for both posts shall submit separate applications.

5.2 The examination will be conducted in Sinhala, Tamil and English media. An applicant will not be permitted to change the medium mentioned in his application later.

5.3 Furnishing false information :

If it is disclosed that an applicant does not possess the required qualifications, his/her application may be cancelled at any time before the examination or in the course of the examination or after the examination. If it is disclosed that an applicant has furnished false facts knowing that it is false or that he/she has wilfully hidden any material fact, he/she may be dismissed from government service.

5.4 The examination fee is Rs. 1000.

The applicants shall pay a non-refundable examination fee of Rs. 1000 at any branch of Bank of Ceylon to the credit of Current Account No. 7041488 maintained at the "Hulftsdorp Branch of Bank of Ceylon", in favour of "Legal Draftsman" and shall have the receipt thereof properly affixed at the relevant place in the application, Retaining a photocopy thereof will be of use. The name of the applicant and his/her National Identity Card number must be entered in the cash deposit form.

5.5 This examination will be held in Colombo on June. The date of the examination will be notified later.

5.6 The applicant shall provide the relevant information in his/her own handwriting. Any loss incurred as a result of failure to duly fill the applications shall be borne by the applicants. Retaining a photocopy of the application will be use and the applicant shall check whether the application that is filled is consistent with that set out in the notice of examination. If not, the application will be rejected without any notice.

*Note :* (Applicants are required to have their specimen signature attested by a principal/retired principal of a government school, Grama Niladhari of the relevant Division, Justice of the Peace, Commissioner for Oaths, Attorney-at-law, Notary Public, Commissioned Officer of the Armed Forces or a Permanent staff grade officer in the Government or Local Government Service receiving an annual salary of Rs. 240,360 or more, Chief Incumbent of a Buddhist temple or a member of the clergy of a respectable standing in charge of any other religious institution.)

No applicant will be allowed to enter the examination hall without the admission card. Only an attested admission card must be produced to the supervisor of the examination at the commencement of the relevant examination. The issue of an admission card to an applicant shall not be regarded as an acceptance of the fact that he/she has fulfilled the eligibility to sit the examination.

5.7 The application should be prepared in a 24cm x 29 cm A4 sheet using both sides, in accordance with the specimen application form herein. The application should be prepared with :

- (a) captions 1 to 7 in the first page ;
- (b) captions 8 to 13 in the second page ; and
- (c) captions 14 to 15 in the third page.

5.8 The Director General of Sri Lanka Institute of Development Administration will issue admission cards to applicants falling within the required age limit as stated in the notice, who have paid the relevant examination fee on or before the closing date and have submitted duly filled applications along with the relevant receipt. The receipt of applications will not be acknowledged. Upon the issue of admission cards, you will be notified to that effect by sending an SMS to the mobile number given by you in the application. Inquiries regarding issues pertaining to admission cards can be made by calling on 011-5980225 of the examination branch of the Sri Lanka Institute of Development Administration. It will be useful to keep the copy of the application, the copy of the receipt of the payment of the examination fee and also the registration receipt received.

5.9 The Legal Draftsman shall have the power to postpone or to cancel the examination.

5.10 The applicants are subject to the rules stipulated by the Director General of the Sri Lanka Institute of Development Administration regarding the holding of the examination. If such rules are violated, he/she will have to be subjected to any punishment imposed by the Director General of the Sri Lanka Institute of development Administration.

5.11 The words "Open Competitive Examination for the filling of vacancies in the post of Editor Grade III and Documentation Assistant Grade III in the Legal Draftsman's Department - 2022" should be indicated on the top left hand corner of the envelope.

**5.12 Identity of the applicant :**

Every applicant shall prove his identity at the examination hall to the satisfaction of the Supervisor of the Examination hall. For such purpose only one of the following documents will be accepted.

- (a) The National Identity Card issued by the Department for the Registration of Persons;
- (b) A valid passport;
- (c) A valid driving licence.

**5.13 Note :**

- (a) No document or copy thereof should be annexed to the application.
- (b) Applications of applicants who fail to submit the originals of the relevant documents when requested will not be taken into consideration.

6. Duly filled applications must be sent by registered post to reach "Legal Draftsman, Legal Draftsman's Department, No.80, Adhikarana Mawatha, Colombo 12" **on or before 30th April 2022.**

7. Release of results :

Upon receiving the examination result sheet from the Sri Lanka Institute of Development Administration, the Legal Draftsman will release the relevant results to every applicant by post.

8. The number of persons appointed and the date on which the appointment comes into effect will be determined by the Legal Draftsman. The final decision with respect to filling, not filling or partly filling the vacancies shall be vested with the Legal Draftsman.

9. In the event of any inconsistency or discrepancy among the Sinhala, Tamil and English texts of this *Gazette Notification*, the Sinhala text shall prevail.

10. Decision regarding any matter not stated in this notification will be made by the Legal Draftsman.

DILRUKSHI SAMARAWEEERA,  
Legal Draftsman,

Legal Draftsman's Department,  
No.80, Adhikarana Mawatha, Colombo 12.

**Specimen Application**

OPEN COMPETITIVE EXAMINATION FOR THE FILLING OF VACANCIES IN THE POSTS OF  
EDITOR GRADE III AND DOCUMENTATION ASSISTANT GRADE III  
OF THE MANAGEMENT ASSISTANT NON TECHNICAL CATEGORY 2  
IN THE LEGAL DRAFTSMAN'S DEPARTMENT-2022

(In applications filled in either Sinhala or Tamil languages, the name of the examination appearing in the heading of the specimen application must also be included in English language, in addition to Sinhala or Tamil respectively.)

01. The post applied :

Sinhala Editor - 1  
Tamil Editor - 2  
English Editor - 3  
Tamil Documentation Assistant - 4  
English Documentation Assistant - 5  
(Write the relevant number in the box)

2. The language medium in which the applicant intends to sit the examination:

Sinhala- 1          Tamil-2          English-3  
(Write the relevant number in the box)

3. Last name with the initials at the end:

I. In English capital letters: .....  
(eg. GUNAWARDHANA, M.G.B.S.K.)

II. In Sinhala/ Tamil: .....

4. Names denoted by initials :

I. In English capital letters: .....

II. In Sinhala / Tamil: .....

5. Permanent Address :

I. In English capital letters: .....

II. In Sinhala / Tamil: .....

06. Address to which the admission card should be sent: ..... (in English capital letters)

07. Gender :

Male : 0                  Female: 1

(Write the relevant number in the box)

08. Mobile phone number : .....

09. National Identity Card No:

10. Are you a citizen of Sri Lanka ?

Yes - 1                  No -2

(Write the relevant number in the box)

11. Date of Birth :    Years: ..... Months: ..... Days: .....

12. Age as at 30th April 2022 : Years: ..... Months: ..... Days: .....

13. Educational Qualifications:

I. G.C.E. (O/L)

(i) year:

(ii) Index Number :

<i>Subject</i>	<i>Grade</i>	<i>Subject</i>	<i>Grade</i>
1.		6.	
2.		7.	
3.		8.	
4.		9.	
5.		10.	

II. G.C.E. (A/L)

(i) year:

(ii) Index Number :

<i>Subject</i>	<i>Grade</i>	<i>Subject</i>	<i>Grade</i>
1.		3.	
2.		4.	

III. Mention any other relevant educational/professional qualifications : .....  
IV. Professional experience: .....

14. I. Have you ever been found guilty of an offence by a court of law?

Yes  No

If yes, state the particulars :- .....

11. Examination Fee : .....  
Receipt No. : .....  
Date of Payment : .....  
Bank and Branch where the payment was made : .....

Firmly paste the receipt here

15. **Applicant's Declaration :**

(a) I do hereby solemnly declare/ affirm that the foregoing particulars are true and correct to the best of my knowledge and belief. Furthermore, I declare that I am bound by the rules stipulated by the Director General of Sri Lanka Institute of Development Administration regarding the holding of the examination and that I have affixed the receipt of the payment of the examination fee here.

(b) I am aware that I am liable to be found ineligible where it is proved being appointed, that this declaration made by me is false or incorrect or to-be dismissed from service without any compensation, subject to the relevant procedure, where it is proved after being appointed that this declaration made by me is false or incorrect.

.....  
Signature of the applicant.

Date : .....

16. **Attestation of the applicant's signature :**

I do hereby certify that Mr/ Mrs. /Ms. ....(full name) who submits this application is personally known to me, that he/ she placed his/her signature before me on date of, ..... 2022, and that the required examination fee has been paid and the receipt thereof has been affixed.

17. **Attestation of the Head of the Department :**

I do hereby certify that I have examined the aforesaid particulars furnished by the applicant, that they are correct and that his/ her performance, attendance and conduct are satisfactory. If the applicant is selected for this post, he /she may be released from service/ may not be released from service.

.....  
Signature of the Head of the Department.

Designation : .....  
Date: .....

(Affix the official seal)