

PUBLIC SERVICE COMMISSION

Open Recruitment for the Post of Legal Officer of the Executive Service Category of the Excise Department – 2021

Applications are invited from citizens of Sri Lanka who have fulfilled the qualifications mentioned in this advertisement for filling the vacancy that exists for the Post of Legal Officer in Grade III of the Executive Service Category of the Excise Department under the Ministry of Finance.

01. Method of Recruitment

Candidate who obtains the highest marks based on the results of the eligibility evaluation interview conducted by the Eligibility Evaluation Interview Board appointed by the Public Service Commission among the applicants who have fulfilled the qualifications mentioned in this advertisement. Eligibility Evaluation Interview will be conducted as per the procedure of giving marks approved by the Public Service Commission (as mentioned under No. 06).

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

02. Required Qualifications

- I. Educational / Professional Qualifications
Should have taken oaths as an Attorney at Law of the Supreme Court
- II. Experience
Should have obtained active professional experience not below three (03) years as a Lawyer after taking oaths as an Attorney at Law of the Supreme Court. (Documentary proof to prove active professional experience should contain period of experience, date and office stamp clearly and the documentary proof should be submitted at the interview).

Or

Should have obtained experience relevant to following activities of not less than three (03) years in legal field in a government institution after taking oaths as an Attorney at Law of the Supreme Court.

- a. Legal work regarding law suits and coordinating with the Attorney General's Department.
- b. Legal activities regarding agreements
- c. Legal activities regarding Laws and Acts
- d. Framing legal documents such as drafts of Acts, Circulars, Regulations, etc.
- e. Legal or Courts activities or inquiries conducted by various statutory institutions
(This should be proved by certificates issued by Secretary, Heads of Departments certifying the above)

I. **Physical Qualifications**

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

II. **Other Qualifications**

- Should be a citizen of Sri Lanka
- Applicant should have an excellent moral character
- Should have fulfilled the qualifications required for the recruitment to the post as at the closing date of application in every manner.

03. Conditions for deployment in service and service conditions

- i. This post is permanent and pensionable. You are subject to any policy decision taken by the government in the future regarding the pension scheme entitled to you. You should contribute to the Widows and Orphans pension scheme / Widower and Orphans pension scheme. You should contribute to these pension schemes as decided by the government from time to time.
- ii. This appointment is subject to a 3 years probationary period. As mentioned in the recruitment procedure, you should pass the first efficiency bar examination within 03 years of recruitment to the post.
- iii. Should obtain the proficiency in specific other official language / languages as per the provisions mentioned in Public Administration Circular No. 18/2020 dated 16.10.2020.
- iv. This appointment is subject to the work procedure regulations of the Public Service Commission, Establishment Code of the Democratic Socialist Republic of Sri Lanka, Public Finance Regulations and other instructions.
- v. Medium of applying will not be allowed to be changed later, your medium of qualification for appointment will be the medium you have mentioned in the application.

04. Age Limit

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

05. Salary Scale

Monthly salary scale relevant to the post is Rs. 47,615 - 10x1,335-8x1,630-17x2,170 - 110,895/- (SL-1-2016) as per Schedule 1 of the Public Administration Circular No. 03/2016 dated 25.02.2016.

06. Following Marks procedure will be adopted for the Eligibility Evaluation Interview.

Ser. No.	Subject	Marks	Maximum Marks Given
01	Additional Educational Qualifications i) A postgraduate degree in Law obtained from a university recognized by the University Grants Commission ii) A postgraduate Diploma in Law obtained from a university recognized by the University Grants Commission or a postgraduate Diploma in Law obtained from the Institute of Higher Education in Law of the Law College of Sri Lanka iii) Following qualifications obtained from a university recognized by the University Grants Commission ▪ A degree in Law with a First Class Pass ▪ A degree in Law with Second Class Upper Pass ▪ A degree in Law with a Class pass ▪ A degree in Law with an Ordinary Pass iv) First Class pass in the Final Year at the Law College Second Class pass in the Final Year at the Law College Note 1: Above 05 marks will be given only if passed with an Honours Pass at the Final Examination of the Law College Note 2: Marks will be given only for the highest qualification	25 20 15 10 07 05 10 05	25
02	Additional Professional Experience Additional experience of the nature mentioned in 2(ii) in the advertisement calling for application (Except the 03 years' experience required for basic qualification) - At the rate of 07 marks per year to a maximum: 35 Marks - For above 06 months and less than a year: 03 Marks ▪ Additional experience should be proved by a certificate obtained from an Attorney at Law having more than 15 years of experience (This service period should be mentioned within the certificate issued to the applicant) or an Officer in the Judicial Service. ▪ An officer in the government or private sector should prove by a Service Certificate issued by a Head of the Department / Institution that the officer had completed the above qualification while serving in a legal post.		35
03	Knowledge in Information Technology i) Should have followed Information Technology or Computer Science as a main subject for a degree obtained from a university recognized by the University Grants Commission ii) A legal field Diploma in Information and Communication Technology obtained either from a university recognized by the University Grants Commission or Law College of Sri Lanka or any government recognized vocational institute iii) A Diploma in Computer Science or Information Technology obtained from a university recognized by the University Grants Commission or Diploma of NVQ Level 5 or above obtained in Computer Science or Information Technology from any other institution iv) Certificates obtained after following courses in Information and Communication Technology in the legal field / or participating in training programmes in a university recognized by the University Grants Commission or Law College of Sri Lanka or any government recognized Training / Vocational Institute. (Marks will be given to maximum 2 certificates at the rate 2 marks per certificate) Note: Marks will be given only for the highest qualification	10 08 05 04	10
04	Language Proficiency i) A degree obtained with English as a main subject from a university recognized by the University Grants Commission ii) Should have followed a postgraduate degree in Law or should have followed the postgraduate Diploma in Law in English medium at the Law College of Sri Lanka iii) A Diploma obtained in English language from a university recognized by the University Grants Commission or a Diploma of NVQ Level 5 or above for English language from any other institute iv) Should have obtained A pass for English language at the General Certificate of Education (Advanced Level) Examination (Local and London) or should have obtained a total score of 6.5 or above at the IELTS (Academic), TOEFL –IBT 79 or above or TOEFL CBT 213 or above or TOEFL PBT 550 or above v) A Higher Certificate obtained for English language from a university recognized by the University Grants Commission or should have obtained a NVQ Level 4 certificate obtained from any other institute Note : Marks will be given only for the highest qualification	15 12 10 08 05	15
05	Skills shown at the Interview i) General Knowledge and IQ ii) Knowledge on current trends in the legal field iii) Ability to express ideas clearly and Personality	05 05 05	15
	Total		100

Note: If the relevant period is not mentioned in the certificates produced at the Eligibility Evaluation Interview, it is the responsibility of the applicants to get the relevant period certified in writing from the relevant institutions and submit them. Certificates without the relevant period mentioned or the certificates that are not certified mentioning the relevant period will not be considered for giving marks at the interview.

07. Identity of the Candidates

Only the candidates who have submitted complete applications in every way will be called for the Eligibility Evaluation Interview.

Originals of the Certificates and duly certified copies of the certificates should be submitted at the interview.

Following identity documents will be accepted for the identity of the candidates at the interview.

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

08. Method of Applying

- i. Applications should be sent by registered post addressed to "Commissioner General, Excise Department of Sri Lanka, No. 353, Kotte Road, Rajagiriya" to receive on or before 11.08.2021. Applications received thereafter will be rejected.
- ii. A specimen of the application form to be submitted is given at the end of this advertisement. Applicants should prepare their applications in A4 size paper using both sides giving 01 to 04 in the front page and No. 05 to No. 10 in the rear side of the paper and No. 11 and No. 12 in the third page in order and the applications should be perfected in own handwriting.
- iii. The caption "Recruitment for the Post of Legal Officer Grade III" should be mentioned on the left hand top corner of the envelope containing the application.
- iv. Signature of the Applicant in the application should be attested either by a Principal of a Government School / Justice of the Peace / Attorney at Law / Public Notary / a Commissioned Officer of the Tri Forces or by an Officer of the Government Service or Provincial Public Service drawing a consolidated salary of Rs. 47,615/- per month.
- v. Officers already in Public or Provincial Public Service should send their applications through the Heads of their Departments.
- vi. Applications that not in conformity of the specimen application given below will be rejected. Complaints on loss of applications or delay in post will not be entertained.

09. Providing False Information

Your candidature will be disqualified if any of the information provided by you in the application is found to be false or incorrect before recruitment. If any false or incorrect information is found out after recruitment, action will be taken to dismiss you from service subject to the relevant procedures.

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

11. If there are any discrepancies between the Sinhala and English versions of this advertisement, Sinhala version is considered as correct.

12. Decision of the Public Service Commission will be final regarding any matter not mentioned in this advertisement or if there are problems in the recruitment process.

By the order of the Public Service Commission,

Secretary
Ministry of Finance
09.07.2021

SPECIMEN APPLICATION FORM		
Recruitment on Open basis for the Post of Legal Officer of the Excise Department of Sri Lanka under the Ministry of Finance 2021		
<div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto;"></div>		(For Office Use Only)
<div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto;"></div>	Medium of facing the Interview	Write within the Cage (Sinhala - 2 / Tamil - 3 / English - 4)
Note: Medium of Applying cannot be changed later		
1)	1.1 Name in Full (Mr. / Mrs. / Miss) :	(In Sinhala / Tamil)
	1.2 Name in Full :	(In English Capital Letters)
	1.3 Name with Initials at the end :	(In English Capital Letters) Ex : GUNAWARDHANA M.G.B.S.K
	1.4 Name with Initials :	(In Sinhala / Tamil)
2)	Full Address :	
	2.1 Permanent Address :	(In English Capital Letters)
	2.2 Permanent Address :	(In Sinhala / Tamil)
	2.3 Address to which the Letter for Interview should be sent :	(In English Capital Letters)
	2.4 Telephone No. :	
3)	Gender :	Female - 1 (Write in the relevant Cage) Male - 0
4)	Marital Status :	Married - 1 (Write within the relevant Cage) Unmarried - 2
5)	5.1 Date of Birth :	Year : Month : Date :
	5.2 Age as at the Closing Date of Applications : Years :	Months : Days :
	5.3 National Identity Card No.:	<input type="text"/>
6)	Details of Qualification obtained as per the Advertisement Calling for Applications to be called for the Interview	
	Qualifications	Institution from where obtained Date Obtained / Period

7)	Date of taking Oaths as an Attorney at Law of the Supreme Court :	
8)	Details relevant to obtaining each qualification under No. 6 in the Advertisement calling for Applications	
	Qualifications	Institution from where obtained Date Obtained / Period

	1. Additional Educational Qualifications :	
	
	2. Additional Professional Qualifications :	
	
	3. Additional Experience :	
	
	4. Proficiency in English :	
	
	5. Knowledge in Informational Technology :	
	
9)	Have you ever been convicted by a Court of Law?	
	(If "Yes" give details)	
	
10)	Certification of the Applicant :	
	I hereby certify that the information provided by me in this application is true and correct and I am aware that I will be subject to dismissal if any of the information provided is found to be false or incorrect before appointment and will be subject to dismissal if found after being appointed and I declare that I will abide by all the rules and regulations.	

	Date	Signature
11)	Attestation of the Applicant's Signature	
	I hereby certify that Mr. / Mrs. / Miss who is submitting this application is known to me personally and he/she placed his/her signature in my presence.	
	
	Signature of Attester and Official Seal	
	Name :	
	Position :	
	Date :	
	(Place the Official Stamp)	
12)	Recommendation of the Head of the Department :	
	I hereby certify that Mr. / Mrs. / Miss whose details are given above is serving in this institution. Information provided by him/her is correct and his/her work and attendance is satisfactory and there are no charges against him / her and that he / she could be released from service in this institution if he/ she is selected to this post.	
	
	Signature of Head of Department / Institution	
	Name :	
	Position :	
	Address :	
	Date :	