

Notice

Public Service Commission

Ministry of Public Administration and Home Affairs

Recruitment on open basis to the post of Legal Officer (Grade III of Executive Grade)

Applications are hereby called from citizens of Sri Lanka who have possessed following qualifications for the post of Legal Officer in the Ministry of Public Administration and Home Affairs

1. Method of Recruitment

Candidates who secure highest marks on the results of a structured interview conducted by the interview board appointed by the Public Service Commission, out of the candidates who have possessed the qualification prescribed in the notification, shall be recruited depending on the number of vacancies. For this purpose a structured interview shall be conducted in accordance with the marking scheme (mentioned under 6. below) approved by the Public Service Commission.

2. Required qualifications

i. Educational qualifications/Professional qualifications

Shall have possessed a degree in law from a university recognize by the University Grants Commission/ taken oaths as an Attorney at Law at the Supreme Court.

ii. Experience

Shall have possessed an active professional experience of not less than three years after taking oaths as an Attorney at Law of the Supreme Court

iii. Physical fitness

Every candidate shall be physically and mentally fit to serve in any part of the Island and to perform the duties in the post.

iv. Other

- Shall have acquired a sound knowledge in English language and possessed a credit pass for English language at the G. C. E. O/L examination or obtained certificate after following an English course from a recognized government institution.
- Shall be a citizen of Sri Lanka
- Shall be of an excellent moral character
- Shall have satisfied each and every way all the qualifications required for recruitment to post as at the closing date of application.

3. Conditions for engagement in service and service conditions

- i. This post is permanent and pensionable. Contribution to the Widow/ Widowers and Orphans fund, and pension scheme shall be made.
- ii. The appointment shall be subjected to a probation period of three years. The officer shall pass the First Efficiency Bar Examination mentioned in the procedure of recruitment within three years from the date of recruitment to Grade III of Legal Officer.
- iii. Shall have acquired relevant proficiency in other official language in addition to the language in which the officer joined the service, within five years from the date of recruitment to the post as per Public Administration Circular No 07/2007 and circulars issued consequently. The officers who joined the service in a language medium which is not an official language shall acquired the proficiency in prescribed language within the period of probation.
- iv. This appointment shall be subjected 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 other departmental orders.

4. Age limit

Shall be not less than 21 years of age and not more than 45 years as at the closing date of application

5. Salary Scale

This post is entitled to the monthly salary scale of Rs 22,935-10x645-8x790-17x1050-Rs.53, 555 (Salary Segment SL -1-2006 of P. A. Circular No 6/2006, 25.04.2006)

6. Structured interview shall be conducted based on the following marking scheme

	Subject		Maximum marks
1	Additional Educational Qualifications		20
	Degree in Law from a recognized university		
	-First Class	20	
	- Second Class Upper Division	15	
	- Second Class Lower Division	10	
	First division in the final year of law college	15	
	Second division in the final year of law college	10	
	Note- 10 marks shall be allocated if the candidate has passed the final		

	<p>examination with a merit pass</p> <p>(Marks shall strictly be allocated for the maximum qualification – Only one of the qualifications from Degree or qualification from law college)</p>		
2.	<p>Additional Professional Qualifications</p> <p>Post Graduate Diploma (duration of which is not less than 1 year) in relevant field awarded from a recognized institution or Post Graduate Diploma in Law.</p> <p>(five marks for each diploma)</p> <p>Diploma (duration of which is not less than 6 months) in relevant field awarded from a recognized institution.</p> <p>(Three marks for each diploma)</p> <p>Certificate course (duration of which is not less than 3 months) in relevant field awarded from a recognized institution.</p> <p>(Two marks for each course)</p>		15
3	<p>Additional Experience</p> <p>Experience as Attorney at Law either in public or private sector- two marks for a period of not less than 6 months and not more than one year.</p> <p>Five marks per each year subjected to a maximum of 30</p> <p>(Excluding the three years period which shall be completed to obtain basic qualification as a lawyer</p> <p>(Additional Qualification shall be confirmed by a certificate obtained from an Attorney at Law possessing a service period of not less than 20 years or President Counselor or a Judge.)</p>		30
4.	<p>Knowledge in Information Technology</p> <p>Shall have studied information technology as a main subject for a degree from a university recognized by the University Grants Commission</p> <p>Diploma Course in information technology from a recognized government institution of which the duration is not less than one year or 1500 hours</p> <p>Certificate course in information technology from a recognized government institution.</p> <p>- 06 months/720 hours</p>	<p>15</p> <p>10</p> <p>07</p>	15

	- 03 months/360 hours	05	
5	<p>Proficiency in English Language</p> <p>Post Graduate Degree/Degree/ Post Graduate Degree in Law/ Degree in Law followed in English medium.</p> <p>(Shall have answered all the question papers in English medium)</p> <p>A diploma course in English from a university recognized by the University Grants Commission or an institution recognized by the government.</p> <p>(Duration- one year or 1500 hours)</p> <p>A certificate course in English from a university recognized by the University Grants Commission or an institution recognized by the government</p> <p>- 06 months/720 hours</p> <p>- 03 months/360 hours</p>	<p>15</p> <p>10</p> <p>07</p> <p>05</p>	15
06	Merit proved at the interview		05
	Total		100

07. Identity of Candidates

Only the candidates, who have submitted applications which are complete in every aspect, shall be called for the structured interview.

Originals of all the certificates and copies which are duly certified shall be submitted at the interview.

Any of the following identity cards shall be accepted, for proving the identity at the interview:

1. National Identity Card issued by the Department of Registration of Persons:

2. A valid Passport.

08.

(a) Applications shall be sent by Registered Post on or before 20/12/2013 to reach the following address. Applications received after the said date will be rejected.

Secretary,

Ministry of Public Administration and Home Affairs,

Independence Square,

Colombo 07

(b) A specimen of the application form which shall be submitted is given at the end of the notice. Applications shall be prepared by the candidate, using both sides of an A-4 paper.

(c) The post to which the application is sent shall be indicated on the top left-hand corner of the envelope enclosing the application

(d) Candidate's signature in the application form shall be attested by a Principal of a Government School/a Justice of the Peace/ Commissioner of Oaths/ Attorney-at-Law/ Notary Public/ Commissioned Officer in the Armed Forces or an Officer holding a permanent post in the public Service whose monthly consolidated salary is Rs. 22,935.

(e) The applicants who are already in Public Service or Provincial Public Service shall send their applications through the respective Head of Department.

(f) Applications that do not comply with the specimen attached herewith shall be rejected. No complaint stating, that an application has been lost or delayed in the post will be considered.

9. Furnishing False Information

If any information stated in the application is found to be false and incorrect prior to recruitment, your candidature shall be cancelled.

If such false or incorrect information is found after recruitment, you are liable for dismissal from Service, subjected to relevant actions.

The Public Service commission shall reserve the right to fill or not to fill the vacancies

On the order of Public Service Commission

P. B. Abeykoon

Secretary,

Ministry of Public Administration and Home Affairs

Specimen Application

Post of.....

Ministry of Public Administration and Home Affairs

1. Name with initials :
2. Name denoted by the initials :
3. Permanent address :
4. Telephone :
5. Date of Birth :
6. Age :
7. Age as at 20.12.2013 :years.....months.....days
8. National Identity Card Number :
9. Gender :
10. Nationality :
11. If Sri Lankan, by birth/ by registration :
12. Marital Status :
13. Educational Qualifications :
 - 13.1 Name of the degree :
 - 13.2 Year obtained the degree :
 - 13.3 General/ Special :
 - 13.4 Language medium :
 - 13.5 University :
14. Additional Professional Qualification :
15. Additional Experience :
16. Other Qualifications :
 - 16.1 Computer Literacy :
 - 16.2 English Language Proficiency :
17. Have you ever been convicted by any offence in a court of law? :
18. i. Department/ Institution

ii. Post hold at present

- Active service period
- Whether permanent and pensionable?

I declare that information given in this form is true to the best of my knowledge and belief. I also agree to be bounded by any decision that may be taken to cancel my candidature or to dismissal from service if it is found that any particular mentioned herein by me is false.

.....

Signature of the Applicant

Date:.....

Certification of the head of the Department:

This applicant Mr./Mrs./Miss. -----is presently employed in this Ministry/ Department/ Institution permanently as a..... . I hereby certify that he/ she possesses/ does not possess a service period of immediately preceding 03 years , and he/ she shall be/ shall not be released from the service at this Ministry/ Department/ Institution, if he/she has been selected to the above said post.

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

Name and Designation.....

Date.....

(Official Stamp)