

**PUBLIC SERVICE COMMISSION**  
**RECRUITMENT ON OPEN BASIS FOR THE POST OF LEGAL OFFICER (GRADE III**  
**OF THE EXECUTIVE CATEGORY) - 2020**

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 maximum marks from among those meeting with qualifications set out in the notice will be recruited to the vacancy at an interview for evaluating the eligibility conducted by a Board of Interview appointed by the Public Service Commission. The interview for evaluating the 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 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 following functions 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 drafts of acts, 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. Physical Qualifications:

Every candidate should be physically and mentally fit 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
- Qualifications required for recruitment to this post should have been completed in every respect as at 30.09.2020. (The date on which the applications are closed)

**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 the policy decision made by the Government in the future on the Pension Scheme entitled to you.
- II. This appointment will be subject to a probation period of three (03) years. Officers should pass the first efficiency bar examination within three years of the appointment as prescribed in the Scheme of Recruitment.
- III. You are required to establish the fact that you have acquired proficiency in official languages within five 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 Code is SL-1-2016 of the Public Administration Circular No.03/2016 dated 25.02.2016. The salary will be paid to you in terms of the said circular as stated in Schedule II thereof.)

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

| Srl. No. | Subject   |    | Maximum Marks |
|----------|---|----|---------------|
| 01       | <b>Additional Educational Qualifications:</b>   |    | 25            |
|          | Postgraduate Degree in the relevant field from a University recognized by the University Grants Commission.                 | 25 |               |
|          | Postgraduate Diploma in the relevant field or Postgraduate Diploma in Law from an institution recognized by the government. | 20 |               |

|           |  |   |    |
|-----------|--|---|----|
|           | <p>(not less than one year)</p> <p>Degree in Law from a University recognized by the University Grants Commission</p> <ul style="list-style-type: none"> <li>• For First Class</li> <li>• For Second Upper Class</li> <li>• For Second Lower Class</li> </ul> <p>For First Class in the final year of the Law College</p> <p>For Second Class in the final year of the Law College</p> <p>Note: 05 marks should be given only if final examination is passed with Honors.</p> <p>(Marks will only be given for maximum one qualification)</p>  | <p>15</p> <p>10</p> <p>05</p> <p>10</p> <p>05</p> |    |
| <b>02</b> | <p><b>Additional Professional Experience:</b></p> <p><b>I. Additional Professional Qualifications</b></p> <p>For a Diploma in the relevant field by an institution recognized by the government more than one year. (10 marks each for one Diploma)</p> <p>For a Diploma Course in the relevant field by an institution recognized by the government more than 06 months and less than one year(05 marks each for one Diploma)</p> <p>For a Certificate Course in the relevant field by an institution recognized by the government more than 03 months and less than 06 months. (03 marks each for one certificate course)</p> <p><b>(Other certificates excluding those for which marks were awarded under No. 01)</b></p> <p><b>II. Additional Experience</b></p> <p>Experience as an Attorney at Law in public or private sector (maximum of 25 marks – five marks per year)<br/>(more than six months and less than one year - 02 marks)</p> <p>(Other than the period of 03 years of service in engagement as an Attorney at Law to acquire basic qualifications)</p> <p>(Additional experience should be confirmed by a certificate/ specifying the relevant period of time by an Attorney at Law or a President’s Counsel or a Judge who completed a period of service not less than 20 years.)</p> <p>The Head of the Department, at the time of confirming the additional experience of the public officers or private sector officers who have met with above qualifications, should attest by a service certificate/ certificates that the Candidate is serving in a legal post.</p> | <p>10</p> <p>25</p>                               | 35 |

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| <b>03</b> | <b>Language Proficiency:</b>   |          | 15         |
|           | Postgraduate Degree/ Degree/ Post LLB Degree /LLB Degree followed in the English medium.<br>(All relevant question papers of the examination should have been answered in the medium of English) | 15       |            |
|           | English Language Diploma from a University recognized by the University Grants Commission or an institution recognized by the government. (01 year or 1500 hours)                                | 10       |            |
|           | English Language Certificate Course from a University recognized by the University Grants Commission or an institution recognized by the government  |          |            |
|           | <ul style="list-style-type: none"> <li>• 06 months/720 hours</li> <li>• 03 months/360 hours</li> </ul>   | 07<br>05 |            |
|           | (Marks will only be given for maximum qualification)   |          |            |
| <b>04</b> | <b>Knowledge in Information Technology:</b>  |          | 10         |
|           | Should have followed Information Technology as a main subject of a degree from a University recognized by the University Grants Commission   | 10       |            |
|           | For a Diploma in Information Technology not less than 01 year or 1500 hours from an institute recognized by the government   | 07       |            |
|           | For a Certificate Course in Information Technology of -  |          |            |
|           | <ul style="list-style-type: none"> <li>• 06 months/720 hours</li> <li>• 03 months/360 hours</li> </ul>   | 05<br>03 |            |
|           | from an institute recognized by the government<br>(Marks will only be given for maximum qualification)   |          |            |
| <b>05</b> | <b>Merit shown in the interview</b>  |          | 15         |
|           | i. General Knowledge and Intelligence  | 05       |            |
|           | ii. Knowledge on current trends of the field of Law  | 05       |            |
|           | iii. Ability to express views clearly and the personality  | 05       |            |
|           | <b>Total Marks</b>   |          | <b>100</b> |

### 07. Identity of the Candidates:

Only those who have completed the application in every respect are invited for the interview for evaluating eligibility.

Originals of all certificates and duly certified copies of the certificates should be furnished at the interview.

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

1. Valid National Identity Card issued by the Commissioner of the Department of Registration of Persons.
2. Valid Passport.

**08. Method of Application:**

- I. Applications should be sent by registered post to reach the following address on or before 30.09.2020. 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 such a manner as to appear the items No.01 to 04 in the first page and the items No. 05 to 10 in the second page in an A4 paper and perfected in candidate's own handwriting.
- III. The top left corner of the envelope containing the application should be marked as 'Application for the Post of Legal Officer'.
- IV. The signature of the candidate 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 the Provincial Public Service drawing a consolidated monthly salary of Rs.36,491/- or above.
- V. Candidates who are already in the Public Service or the Provincial Public Service should forward their applications through the respective Heads of Departments in which they are presently serving.
- VI. The applications not conforming to the prescribed specimen application will be rejected. No complaints will be entertained over loss or delay of applications.

**09. 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 revoked. 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.

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

**11.** In the case of any matter not stated in this Notice or where it may cause a problematic situation in the process of recruitment, the decisions made by the Public Service Commission thereon will be final.

**12.** 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,

28.08.2020  
Office of the Public Service Commission,  
1200/9,  
Rajamalwatta Road,  
Battaramulla.

M.A.B. Daya Senarath  
Secretary  
Public Service Commission

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(For office use)

**SPECIMEN APPLICATION FORM**

**OFFICE OF THE PUBLIC SERVICE COMMISSION  
STRUCTURED INTERVIEW FOR THE RECRUITMENT TO THE POST OF LEGAL OFFICER  
GRADE III - EXECUTIVE SERVICE CATEGORY - 2020**

(Indicate the exact number in the relevant cage clearly.)

Medium for the Structured Interview:

Sinhala - 2

Tamil- 3

English - 4

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01. 1.1 Name in full (In Block Capitals):.....

(Eg: HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDANA)

1.2 Last name followed by the initials :.....

(Eg: GUNAWARDHANA, H.M.S.K.)

1.3 Full name (In Sinhala/Tamil):.....

1.4 National Identity Card No. : 

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02. 2.1 Permanent Address (In Block Capitals):.....

2.2 Permanent Address (In Sinhala/Tamil):.....

03. 3.1 Gender: Male - 0  
Female - 1 (  ) Indicate the relevant number in the cage)

3.2 Date of Birth:

Year 

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 Month 

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 Date 

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3.3 Age as at the closing date:

Years 

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 Months 

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3.4 Telephone Number : 

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04. Educational Qualifications:  
Degree or the details of the certificate related to swearing in as an Attorney-at-Law in the Supreme Court:  
I. Date of conferment:.....  
II. University or Institute:.....  
III. Name of the Degree or the Educational Certificate:.....  
IV. Effective Date of the Degree Certificate or the Educational Certificate:.....  
V. Class:.....  
VI. Medium of the Degree followed:.....

05. Experience in the field of Law:.....

06. Other educational qualifications:.....

07. Have you ever been convicted before a Court of Law?.....

(Indicate ✓ in the relevant cage; if yes, give details)

Yes  No

08. Candidate's Declaration :

- (a) I do solemnly declare that the particulars given by me in the application are true and correct. I agree to bear the loss incurred by not completing a part hereof and/or furnishing false information in regard to any part hereto. Further, 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

.....  
Candidate's Signature

09. Attestation of Candidate'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 of the Attestor

Name of the Attestor:

Designation:

Address:

(Should be authenticated by the official seal)

10. Certification of the Head of the Department/Institution (Only for candidates serving in the Public Service/ Provincial Public Service)

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

Date:.....

Signature of the Head of the Department/ Institution

Date:

Name:

Designation:

Address:

(Should be authenticated by the official seal)