PUBLIC SERVICE COMMISSION
RECRUITMENT ON OPEN BASIS FOR THE POST OF LEGAL OFFICER (GRADE III OF THE EXECUTIVE SERVICE CATEGORY) - 2024

Applications are invited for the vacancy in 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 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 (Mentioned under no.07) approved by the Public Service Commission.

The effective date of appointment will be determined 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 an active professional experience not less than three (03) years subsequent to swearing in as an Attorney-at-Law in the Supreme Court. (The period of experience, date and official seal of the attester should be clearly indicated in the documents provided at the interview in proof of practical professional experience)

OR

Should have obtained experience in a post relating to legal matters in not less than 03 years* in a public institution subsequent to swearing in as an Attorney-at-Law in the Supreme Court.

(These matters should have proved through a letter issued by the Secretary/Head of the Department/Institution)

Note : Copies of the documents proving basic qualifications, certified by the Candidate himself should be attached to the application form. The applications which do not contain the certificates clearly stating the date of commencement of the service period and the last date of service, shall be rejected without notice.

* A post relating to legal matters means a post where a degree in Law or having been sworn in as an Attorney-at Law in the Supreme Court is considered as a basic qualification for recruitment.

III. Physical fitness:

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 of excellent moral character.
- Should be computer literate and able to use e-mail and MS Office effectively.
- All qualifications mentioned 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 in Service and Conditions of Service:

I. This post is permanent and pensionable. You are subject to the policy decision made by the Government in the future on the Pension Scheme entitled to you. You are required to contribute to the Widows'/ Widowers' and Orphans Pension Scheme. You shall pay the contribution for the same as prescribed by the Government from time to time.

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 acquire the proficiency in the prescribed other official language/ official languages in terms of the provisions of Public Administration Circular 18/2020 dated 16.10.2020.

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, the relevant Supreme Court Rules, and to the other departmental orders.

V. Candidates will have to indicate the medium of early to the post and will not be allowed to change the medium later and the medium of language for which you are eligible for appointment shall be the medium of language mentioned by you in the application form.

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 Monthly Salary Scale of Rs.47,615-10x1,335-8x1,630-17x2,170-110,895/- (SL-1-2016) in terms of the Public Administration Circular No.03/2016 dated 25.02.2016.

06. Functions relating to the post

i. Appear for/ represent the Public Service Commission, as applicable, explaining the position of the Commission on matters brought before the Administrative Appeals Tribunal, Human Rights Commission of Sri Lanka, Court of Appeal, Supreme Court, Parliament Petitions Committee/ Other committees of Parliament/ Official Language Commission and Ombudsman and other Institutions as may be instituted by the Government from time to time 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 on representing the Public Service Commission when Hon. Attorney General does not appear for the Commission.

vi. Other duties assigned by the Public Service Commission.

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

Srl. No.	Subject		Maximum Marks
01	**Additional Educational Qualifications:** Note : Marks will be awarded only for the highest qualification obtained. a) A Post Graduate Degree in Law obtained from a university recognized by the University Grants Commission b) A Post Graduate Diploma in Law obtained from the Institute of Advanced Legal Studies of Sri Lanka Law College. c) A Post Graduate Diploma in Law obtained from a university recognized by the University Grants Commission	 12 11 10	15

<table>
<tr><td></td><td>d) Following degrees obtained from a university recognized by the University Grants Commission,
• Degree in Law with First Class pass
• Degree in Law with Second Class (Upper Division) Pass
• Degree in Law with Class pass
• Degree in Law with General pass

e) First Class Pass in the Final Year of the Law College
Second Class Pass in the Final Year of the Law College

(Note : If the Final Examination of the Sri Lanka Law College has been passed with Honours Pass, the 06 marks mentioned above will be awarded,)</td><td>06
05
04
02

06
04</td><td></td></tr>
<tr><td>02</td><td>Additional Experience:

Preparation of documents pertaining to the cases and appearing before the open Court

<table><tr><td></td><td>Maximum marks for the cases filed (Per case 0.5)</td><td>Marks for appearing before the Court (Per case 0.5)</td></tr><tr><td>Supreme Court</td><td>6</td><td>6</td></tr><tr><td>Court of Appeal</td><td>5</td><td>5</td></tr><tr><td>High Court</td><td>3</td><td>4</td></tr><tr><td>District Court</td><td>5</td><td>5</td></tr><tr><td>Tribunal (AAT)</td><td>5</td><td>6</td></tr><tr><td>HRC/ Tribunal (LT)</td><td>2</td><td>3</td></tr></table>
Note –

Copies of the relevant decisions or a certified copy of the case report on the date of last hearing of the case should be submitted to the interview board in proof of the above qualifications.</td><td></td><td>55</td></tr>
<tr><td>03</td><td>Language Proficiency
(Marks will be awarded only for the highest qualification)</td><td></td><td>10</td></tr>
</table>

	(A) Link Language (a) A degree obtained from a university recognized by the University Grants Commission, with English Language as a main subject .	04	
	(b) Fluency in English language demonstrated at the Moot Court competitions at the recognized in international or national levels <u>Individual</u> (i) First Place /Merit - 03 (ii) Second Place – 02 (iii) Third Place/Other Skills-01 <u>Group</u> (i) First Place/ Merit -03 (ii) Second Place – 02 (iii) Third Place/Other Skills-01	03	
	(c) Diploma in English Language obtained from a University recognized by the University Grants Commission or a Diploma in English Language of SLQF Level 3 or higher level obtained from any other institution or a diploma in English language obtained from a government training institute/ institution affiliated to a government training institute after completing a course of 1500 study hours	03	
	(d) A Distinction Pass for English Language in the G.C.E. (Advanced Level) Examination or Edexcel or Cambridge Advanced Level Examination or IELTS - an overall score of 6.5 (with a minimum score of 6 for each subject) or above, TOEFL - IBT 79 or above, TOEFL - CBT 213 or above or TOEFL - PBT 550 or above, within 02 years preceding the closing date of applications.	02	
	(e) An advanced Certificate in English Language obtained from a university recognized by the University Grants Commission or a certificate in English Language at SLQF Level 2 obtained from any other institution.	01	
	(B) Other Official Language (Tamil / Sinhala) (a) Diploma course obtained from a government registered Institution or university recognized by the University Grants Commission. (Duration not less than 06 Months/ 720 Hours)	06	
	(b) Certificate course obtained from a government registered Institution (Duration not less than 03 Months/ 360 Hours)	05	

	(c) Should have passed Sinhala &Tamil as a First Language in G.C.E.(O/L) Exam (Local or London) (Marks are given only for the lowest grade in both language) Distinction Very good pass Credit pass Ordinary pass (d) Should have passed Tamil or Sinhala as a Second Language in G.C.E.(O/L) Exam (Local or London) Distinction Pass	 05 04 03 02 02 01	
05	**Merit shown in the interview** i. Attitudes on the profession and its ethics ii. Knowledge in current trends of the field of Law (With special emphasis on Administrative Law, Human Rights Law, Disciplinary Rules, Law of Evidence) **iii.** Fluency and the ability to express views logically	 04 10 06	20
	Total Marks		**100**

08. Identity of the Candidates:

Those who have completed the application in every respect will only be invited for the interview for evaluating eligibility.

Originals of all certificates and copies of the certificates duly certified by the candidate himself should be furnished at the interview for evaluating eligibility.

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

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

09. Method of Application:

I. Applications should be sent by **registered post** to reach the address **"Secretary, Public Service Commission, 1200/9 Rajamalwatta Road, Battaramulla"** on or before **15.08.2024** Applications received after the closing date will be rejected.

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 07 on the second page and items No. 08 to 11 on the third page and perfected in applicant's own handwriting.

III. The top left corner of the envelope containing the application should be marked as **'Application for the recruitment to the post of Legal Officer Grade III'**.

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.47,615/- or above.

V. Candidates 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. The applications not in conforming with the prescribed specimen application will be rejected. No complaints will be entertained over loss or delay of applications.

10. 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.

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

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.

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

By order of the Public Service Commission,

Secretary
Public Service Commission
On 02nd July 2024
Office of the Public Service Commission,
1200/9, Rajamalwatta Road,
Battaramulla.

(For office use)

SPECIMEN APPLICATION FORM

PUBLIC SERVICE COMMISSION

RECRUITMENT ON OPEN BASIS FOR THE POST OF LEGAL OFFICER (GRADE III OF THE EXECUTIVE SERVICE CATEGORY) - 2024

Indicate the number relevant to the medium you are applying for, in the cage

Sinhala– 2 Tamil- 3 English - 4 ☐

01. 1.1 Name in full (In Block Capitals):.....
.....
(Eg: HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDANA)

1.2 Last name followed by the initials :.....
(In Block Capitals) (Eg: GUNAWARDHANA, H.M.S.K.)

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

1.4 National Identity Card No. : ☐☐☐☐☐☐☐☐☐☐☐☐

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 ☐☐☐☐ Month ☐☐ Date ☐☐

3.3 Age as at the closing date (15.08.2024) :

Years ☐☐ Months ☐☐ Days ☐☐

3.4 Telephone Number : Fixed - .....
Mobile - .....

3.5 Email Address ……

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 Educational Certificate:.....
IV. Effective Date of the Degree Certificate or Educational Certificate:.....
V. Class:.....
VI. Medium of the Degree followed:……

05. Additional Educational Qualifications:

Course	Institution	Qualification/ Effective Date of the certificate

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

	Number of cases filed in the court	No. of appearing before the Court
Supreme Court		
Court of Appeal		
High Court		
District Court		
Tribunals		
Human Rights Commission/ Tribunals		

07.

7.1 Language Proficiency

	Spoken			Writing			Reading		
	Very good	Good	Weak	Very good	Good	Weak	Very good	Good	Weak
Sinhala									
Tamil									
English									

7.2 Details of language courses you have followed (Degree/ Diploma/ Certificate Course) with regard to the Link Language and the Other Official language (Sinhala/Tamil)

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

Yes ☐ No ☐

.....

09. Candidate's Declaration:

(a) I do solemnly declare that the particulars given by me in the application 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 incorrectly completing 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 Candidate's Signature

10. 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:..... .....
Signatureof the Attestor

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

11. Certification of the Head of the Department/Institution (Only for the Candidates in Public Service/Provincial Public Service)

I hereby certify that Mr./Mrs./Miss.....who submits this application is presently serving in the post of ……..... in this Ministry/Department/Institutionand 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

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