

PUBLIC SERVICE COMMISSION

Recruitment to the Post of Legal Officer (Grade III of the Executive Grade Category) in the Ministry of Buddhasasana, Religious and Cultural Affairs - 2024

APPLICATIONS are invited from the Sri Lankan citizens who have fulfilled the qualifications stated in this notification to fill the vacancy existing in the post of Legal Officer Grade III of the Executive Grade Category in the Ministry of Buddhasasana, Religious and Cultural Affairs.

1. Method of Recruitment:

Of the applicants who have fulfilled the qualifications specified in this notification, applicant scoring the highest marks from the interview conducted to test the eligibility by an interview board appointed by the Public Service Commission will be recruited to fill the existing vacancy. The interview for evaluating the eligibility will be conducted in conformity with the marking scheme (given under No. 06) approved by the Public Service Commission.

The effective date of this appointment will be determined by the Public Service Commission.

2. Required Qualifications:

(i) Educational/Professional Qualifications

Should have taken oaths as an Attorney-at-law of the Supreme Court

(ii) Experience

Should have obtained an active practical professional experience of not less than three (03) years subsequent to taking oaths as an Attorney-at-law of the Supreme Court (Documents in proof of practical professional experience should be furnished at the interview in which period of experience, date and official seal have to be clearly stated)

or

Should have obtained not less than three years (03)* experience in a post with relevance to law in a public institution subsequent to taking oaths as an Attorney-at-law in the Supreme Court.

Note: The copies of the documents in proof of the basic qualifications certified by the applicant himself/ herself should be attached to the application. **Applications to which certificates clearly stating the commencement and end of service period have not been attached may be rejected without any notification.**

* A Legal post shall have the meaning that a post to which a Degree in Law or swearing 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 and mentally fit to serve in any part of Sri Lanka and perform duties of the post.

(iv) Other Qualifications

- Should be a citizen of Sri Lanka.
- Should be of excellent moral character.
- Should have fulfilled the required qualifications in every aspect as at the closing date of application.

3. Terms of Engagement in Service and Conditions of Service

- (i) This post is permanent and pensionable. You will be subject to any policy decision made by the Government in the future on the Pension Scheme entitled to you. Furthermore, you are required to contribute to the Widows'/Widowers' and Orphans' Pension Scheme. You should make contributions towards it in a manner stipulated by the Government from time to time.

- (ii) This appointment will be subject to a probationary period of three (03) years. The first efficiency bar examination should be passed within 03 years from the date of recruitment as prescribed in the scheme of recruitment.
- (iii) It is required to acquire the proficiency in other official language/ official languages in accordance with provisions in the 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 and the Financial Regulations of the Government and other departmental orders.
- (v) Once applied, the medium of language will not be allowed to change later and the medium of language mentioned in the application will be the medium of language that you are qualified for your appointment.

4. Age Limit

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

5. Salary Scale

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

6. The following marking scheme will be used for evaluating eligibility at the interview.

Serial No.	Subject	Marks	Maximum Marks
01	Additional Educational Qualifications		25
	a.) A Postgraduate Degree in Law obtained from a university recognized by the University Grants Commission	25	
	b.) 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 Advanced Legal Studies of the Sri Lanka Law College.	20	
	c.) Degree in Law obtained from a university recognized by the University Grants Commission		
	• Degree in Law with First Class Pass	15	
	• Degree in Law with Second Class (Upper) Pass	10	
	• Degree in Law with a Class	07	
	• Degree in Law with a General Pass	05	
	d.) First Class in the final year of the Law College	10	
	Second Class in the final year of Law College	5	
	Note I: 05 marks should be given only if the final examination has been passed with honors.		
	Note II: Marks shall be awarded only for the highest qualification obtained.		

Serial No.	Subject	Marks	Maximum Marks																		
02	<p>Additional Experience</p> <p>Preparation of documents pertaining to the cases and appearing before the open Court.</p> <table border="1"> <thead> <tr> <th></th> <th>Marks for the Cases Filed (Per each case)</th> <th>Marks for appearing before the Court (Per each Case)</th> </tr> </thead> <tbody> <tr> <td>Supreme Court</td> <td>2</td> <td>5</td> </tr> <tr> <td>Court of Appeal</td> <td>2</td> <td>4</td> </tr> <tr> <td>High Court</td> <td>2</td> <td>3</td> </tr> <tr> <td>District Courts</td> <td>4</td> <td>5</td> </tr> <tr> <td>Tribunals</td> <td>2</td> <td>3</td> </tr> </tbody> </table> <p>Note: *Copies of relevant judgments or a certified copy of the case report of the final date of the case should be submitted to the interview board to prove the aforesaid qualifications.</p>		Marks for the Cases Filed (Per each case)	Marks for appearing before the Court (Per each Case)	Supreme Court	2	5	Court of Appeal	2	4	High Court	2	3	District Courts	4	5	Tribunals	2	3		35
	Marks for the Cases Filed (Per each case)	Marks for appearing before the Court (Per each Case)																			
Supreme Court	2	5																			
Court of Appeal	2	4																			
High Court	2	3																			
District Courts	4	5																			
Tribunals	2	3																			
03	<p>Knowledge on Information Technology/ Information Technology Law</p> <p>(a) Studied Information Technology or Computer Science as a main subject in a University recognized by the University Grants Commission. 10</p> <p>(b) A Diploma in Information and Communication Technology Law obtained from a University recognized by the University Grants Commission or Sri Lanka Law College or any Vocational Institute recognized by the Government. 08</p> <p>(c) Diploma in Computer Science or Information Technology obtained from a University recognized by the University Grants Commission or a Diploma in Computer Science or Information Technology of NVQ Level 5 or higher level obtained from another institution. 05</p> <p>(d) Having participated in Courses/ Training Programs and obtained certificates pertaining to the courses in the field of Information and Communication Technology Law from a University recognized by the University Grants Commission or Sri Lanka Law College or any Vocational Institute recognized by the Government. 04</p> <p>(02 marks per each certificate and marks will be awarded to a maximum of two Certificates)</p> <p>Note: Marks will be given only for the highest qualification</p>		10																		

Serial No.	Subject	Marks	Maximum Marks
04	<p>Language Proficiency</p> <p>(a) A degree followed with English Language as a main subject in a University recognized by the University Grants Commission</p> <p>(b) Fluency in English language demonstrated at the Moot Court competitions at the recognized international or national levels</p> <p><u>Individual</u></p> <p>(i) First Place/Highest Merit - 12</p> <p>(ii) Second Place - 10</p> <p>(iii) Third Place/Other Skills - 08</p> <p><u>Group</u></p> <p>(i) First Place/Highest Merit-10</p> <p>(ii) Second Place – 08</p> <p>(iii) Third Place/ Other Skills - 06</p> <p>(c) A 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 obtained from another 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</p> <p>(d) At least a Distinction Pass for English Language in the G.C.E. (Advanced Level) Examination (Local or London) or IELTS scoring rate of 6.5 or above or TOEFL-IBT scoring rate of 79 or above, or TOEFL-CBT scoring rate of 213 or above TOEFL-PBT scoring rate of 550 or above.</p> <p>(e) Advanced Certificate in English Language obtained from a University recognized by the University Grants Commission or a certificate at SLQF Level 2 obtained for English Language from another institution.</p> <p>Note: Marks will be given only for the highest qualification.</p>	<p>15</p> <p>12</p> <p>10</p> <p>08</p> <p>05</p>	<p>15</p>
05	<p>Performance at the Interview</p> <p>Performance of the applicant in support of performing roles of the post in following manner.</p> <ul style="list-style-type: none"> • Strength questions (2 marks) • Situational questions (3 marks) • Competency Questions (10 marks) <p>Marks will be given according to the replies given for questions intended for evaluation.</p>		<p>15</p>
	<p>Total</p>		<p>100</p>

7. Identity of the Candidates

Only the applicants who have submitted applications completed in every respect will be called for the interview to test the eligibility.

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

Following documents will be accepted in proof of the identity of the candidate at the interview.

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

8. Method of Submitting the Application

- (i) Applications should be sent under registered post to reach “Secretary, Ministry of Buddhasasana, Religious and Cultural Affairs, No 135, Srimath Anagarika Dharmapala Mawatha, Colombo 07” on or before **15.04.2024**. Applications received after the closing date will be rejected.
- (ii) Specimen of the application is provided at the end of this notification. Applicants should prepare their applications in A4 size paper in manner that No. 01 to No. 04 to be appeared in the first page, No. 05 to No. 09 in the second page and rest in the third page and should be completed in applicant’s own handwriting.
- (iii) The top left corner of the envelope should be marked as “Recruitment for the Post of Legal Officer Grade III of the Executive Grade Category”.
- (iv) Applicant’s signature in the application should be attested by a Principal of a Government School/Justice of Peace/ Commissioner of Oaths/Attorney-at-Law/Notary Public/ Commissioned Officer in the Tri Armed Forces or an Officer holding a permanent post in the Public or Provincial Public Service drawing a consolidated monthly salary of Rs. 47,615/- or above.
- (v) Officers who are already in Public Service or Provincial Public Service should forward their applications through the Heads of their respective Departments.
- (vi) Applications not in conformity with the attached specimen application will be rejected. No complaints will be entertained over loss or delay of applications.

9. Furnishing False Information

Your candidature will be cancelled if furnishing of false or incorrect information is found before recruitment and if found after recruitment, you will be liable for dismissal from Public Service subject to the relevant procedure.

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

11. In the event of any inconsistency or contradiction between the Sinhala, Tamil and English texts of this *Gazette* Notification, the contents in the Sinhala text shall prevail.

12. In the case of any matter not provided in this notification or where it may cause a problematic situation in the process of recruitment, the decisions taken by the Public Service Commission thereon will be the final.

By order of the Public Service Commission,

Signed by,
SOMARATHNA VIDANAPATHIRANA,
Secretary,
Ministry of Buddhasasana, Religious and Cultural Affairs.

Ministry of Buddhasasana, Religious and Cultural Affairs
No 135,
Srimath Anagarika Dharmapala Mawatha,
Colombo 07,
5th of March, 2024.

Model Application

Recruitment to the Post of Legal Officer Grade III of the Executive Grade Category in the Ministry of Buddhasasana, Religious and Cultural Affairs - 2024.

(for office use only)

(Indicate the relevant number in the cage. Sinhala -2/Tamil -3/English-4)

Note: -The medium applied cannot be changed.

1.0 1.1 Name in Full (Mr./Mrs./Miss)
(in Sinhala/Tamil)

1.2 Name in Full :
(in English Block Capitals)

1.3 Name with Initials(Mr./Mrs./ Miss):
(in Sinhala/Tamil) Example: M. G. B. S. K. Gunawardhana

1.4 Name with Initials:
(In English Block Capitals)

2.0 2.1 Permanent Address :
(in Sinhala/Tamil)

2.2 Permanent Address :
(In English Block Capitals)

3.0 3.1 Gender : Female - 1 (indicate the relevant number in the cage)
Male - 0

3.2 Marital Status: Married - 1 (indicate the relevant number in the cage)
Unmarried - 2

3.3 Date of Birth : Year Month Date

3.4 Age as at 2024 : Years Months Days

3.5 National Identity Card No :

4.0 4.1 Telephone No. : Fixed

Mobile

5.0 Educational qualifications

5.1 Degree	Institution	Date
.....
.....

6.0 Date of Swearing in as an Attorney-at –law of the Supreme Court :

6.1 Date of completion of 3 years’ experience after taking oath in Supreme Court :

6.2 Date of completion of 3 years’ experience in a legal post in a government institution:

* Certificates/documents in proof of basic qualifications, should be certified by the applicant himself and submit along with the application.

7.0 Particulars on each of the qualification obtained under No.06 of the notification of calling applications :

7.1 Additional Educational Qualifications:

7.2 Additional Professional Experience:

7.3 Knowledge on Information Technology:

7.4 Language Proficiency:

* Documents in proof of additional qualifications should not be sent with the application and it is responsibility of the applicant to keep them ready to present at the interview.

8.0 Have you ever been convicted before a Court of law?
(If yes, Provide details)

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9.0 Declaration of the Applicant :-

I declare that the particulars given by me in this application are true and correct and that all parts of this application have been filled up accurately and I am aware that if this declaration made by me is found to be false, I am liable to disqualification before selection and to dismissal from service if it is revealed after appointment and that I am bound by all the rules and regulations.

.....

Date

.....

Signature of the Applicant

10.0 Attestation of the Signature of the Applicant :

I certify that Mr./Mrs./Miss who is submitting this application is personally known to me and he/she has placed his/her signature in my presence on this day of

.....

Signature of the Attester

Name in full :

Designation :

Date :

(Should be authenticated by the Official Stamp.)

11.0 Recommendation of the Head of the Department : (Only for the officers in public service)

I hereby certify that Mr./Mrs./Miss who has furnished above particulars, is working in this institution, and that the particulars furnished by him/her are correct, that his/her work and attendance are satisfactory, that no complaints are against him/her and he/she can be released from the service at this institution once he/she selected for this post.

.....

Signature of the Head of the Department/ Institution

Name :

Designation :

Address :

Date :

(Indicate the official stamp.)