

Examinations, Results of Examinations &c.,

PUBLIC SERVICE COMMISSION

LEGAL DRAFTSMAN'S DEPARTMENT

Open Competitive Examination for the Recruitment to the Posts of Assistant Legal Draftsman in the Legal Draftsman's Department - 2023

APPLICATIONS are called from eligible Sri Lankan citizens for the competitive examination to select qualified personnel to fill the vacancies of 04 posts of Assistant Legal Draftsman (English/ Tamil) and 02 posts of Assistant Legal Draftsman (English/Sinhala) in the Legal Draftsman's Department by the order of the Public Service Commission. This examination will be held in **July, 2023** in Colombo by the Commissioner General of Examinations. The Public Service Commission may postpone or cancel this examination.

(A) The closing date for the receipt of applications is **08th of May 2023**.

Note : Any complaint on loss of an application or related document or delay in post will not be considered.

01. Conditions of Employment and Service Conditions :

- i. This post is permanent and pensionable. You shall be subject to a policy decision taken by the Government on the pension scheme you are entitled to. You shall contribute to the widows' and orphans' / and widowers' and orphans' pension scheme. You shall pay the contributions for the same as may be prescribed by the Government from time to time.
- ii. As per the provisions of the Public Administration Circular No. 18/2020 dated 16.10.2020, the proficiency of the other official language/ official languages shall be obtained.
- iii. This appointment is subject to the Procedural Rules of the Public Services Commission, Establishment Code of the Democratic Socialist Republic of Sri Lanka, Financial Regulations of the Government and to the recruitment procedure for the Assistant Legal Drafting Service and the conditions included in the amendments that have been made and will be made thereto.
- iv. The language medium for which you are eligible for recruitment will be the language medium mentioned by you in the application form.

02. Salary scale :

According to the new salary structure approved by the letter No. EST 5/4/24(XIX)-9 and dated 21.02.2018 by the Secretary to the Ministry of Public Administration and Management, the monthly salary scale for this post is 75,000 - 10x1630 - Rs. 91, 300 and the salary code is LDS1-2016.

03. Qualifications :

3.1 Educational/ Professional Qualifications:

- i. Shall have taken oaths as an Attorney-at-Law of the Supreme Court of Sri Lanka.
- ii. Shall have obtained Distinction passes in Sinhala or Tamil language and English language at G.C.E. Ordinary Level Examination.

3.2 Experience:

Shall have obtained an active professional experience of not less than one year (01) after taking oaths as an Attorney-at-Law of the Supreme Court. (The documents submitted for proof of active professional experience must clearly state the duration of the experience, date and stamp of the certifying person and be presented at the interview.)

3.3 Physical Qualifications:

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

3.4 Other Qualifications:

- (i). Applicant shall be a citizen of Sri Lanka.
- (ii). Applicant shall have an excellent character.
- (iii). Shall have completed all required qualifications for the appointment for the post at the closing date of the receipt of applications, which is **08th of May 2023**.
- (iv). Applicant shall not have been convicted of any criminal allegation under the law of Sri Lanka.

04. Age Limit

Age not less than 22 years and not more than 35 years as at the closing date of receipt of applications.

05. Method of Recruitment :

Recruitments will be made on the results of a written examination and an interview of evaluating eligibility. A number of candidates of fivefold of the number of vacancies in the post expected to be recruited will be called for the interview for evaluating the eligibility as per the sequence of skills of the aggregate of marks of the examination. Marks will be given at the interview which evaluates the eligibility, conducted by an interview board approved by the Public Services Commission in accordance with the marking procedure presented under no. 07 approved by that Commission. Qualified applicants will be appointed by the Public Services Commission based on the sequence of skills of aggregate of marks of the written examination and eligibility evaluation interview in accordance with the number of vacancies available. Number of appointees and the effective date of the appointment will be determined by the Public Services Commission.

06. Examination Procedure :

A written examination of two (02) question papers consisting of the following subjects will be held. The subjects and the minimum marks required to pass the each subject are as follows. Candidates shall appear for all the question papers. The examination will be conducted in Sinhala, Tamil and English medium. Candidates may sit for the examination in any one language of their choice. A candidate will not be permitted to change the medium for the examination given in his or her application.

<i>Name of the question Paper</i>	<i>Syllabus</i>	<i>Minimum marks required for the pass</i>
01.Knowledge on Law (02 hours)	i. Knowledge on the Constitution of the Democratic Socialist Republic of Sri Lanka ii. Legal Principles on the statutory interpretation, including the provisions of the Interpretation Ordinance iii. General Legal Principles	40%
02.Language Competency (01 hour)	Translating a part of a Parliamentary Act in English into Sinhala/Tamil. Comparing a section of an Act in English with incorrect Sinhala/Tamil translations thereof and revising the Sinhala/Tamil translation accurately; and The candidates shall appear for one question paper in two relevant languages (English and Sinhala or English and Tamil) which examines the knowledge on grammar of the languages Sinhala/Tamil and English.	40%

07. Interview for evaluating the eligibility :

A number of candidates of fivefold of the number of vacancies will be called for the interview for evaluating the eligibility as per the sequence of skills of the aggregate of marks that obtained above 40% in each subject in the written examination conducted by the Commissioner General of Examinations.

The interview for evaluating the eligibility will be conducted by an interview board appointed by the Public Services Commission.

Marking scheme of the interview board for the interview for evaluating the eligibility :

<i>Index Number</i>	<i>Subject</i>		<i>Maximum Marks</i>
01.	<p>Additional Educational Qualifications</p> <p>a) A Postgraduate Degree in Law obtained from a University recognized by the University Grants Commission</p> <p>b) A Postgraduate Diploma in Law obtained from a University recognized by the University Grants Commission or a Post Attorney Diploma obtained from the Institute of Advanced Legal Studies of Law College, Sri Lanka</p> <p>c) The LLB degree obtained from a University recognized by the University Grants Commission with a</p> <ul style="list-style-type: none"> - First Class - Second-Class Upper Division - Second-Class Lower Division - General <p>d) For a First Class at the Final year at the Law College</p> <p>e) For a Second Class at the Final year at the Law College</p> <p><i>Note : Marks will be awarded only for the highest qualifications</i></p>	<p>25</p> <p>20</p> <p>15</p> <p>10</p> <p>07</p> <p>05</p> <p>10</p> <p>05</p>	25
02.	<p>Language proficiency</p> <p>01. English Language Proficiency</p> <p>(a) A degree with English Language as a major subject obtained from a University recognized by the University Grants Commission</p> <p>(b) A diploma in English obtained from a University recognized by the University Grants Commission or an SLQF level 3/NVQ level 5 or above diploma in English obtained from an institute recognized by the Government or at least a very good pass for English in GCE (A/L) examination (local or London) or 6.5 or above overall band score in IELTS (Academics), 79 or above score in TOEFL-IBT, 213 or above score in TOEFL-CBT or 550 or above score in TOEFL-PBT</p> <p>02. Tamil Language proficiency</p> <p>(a) A degree with Tamil as a major subject obtained from a University recognized by the University Grants Commission</p> <p>(b) For a diploma in Tamil language offered by a University recognized by the University Grants Commission or by a Government training institute (Not less than 01 year)</p> <p><i>Note: Marks will be awarded only for the highest qualification under one sub-heading.</i></p>	<p>05</p> <p>04</p> <p>05</p> <p>04</p>	10

<i>Index Number</i>	<i>Subject</i>		<i>Maximum Marks</i>
03.	Additional Experience A maximum of 10 points, 02 points for each year of experience in public or private sector as an Attorney-at- Law/holder of a legal position, excluding the 01 year of service as an Attorney-at-Law which is required to apply for the position.		10

The interview for evaluating the eligibility will be conducted by an interview board appointed by the Public Services Commission.

Marking scheme of the interview board for the interview for evaluating the eligibility

<i>Index Number</i>	<i>Subject</i>		<i>Maximum Marks</i>
01.	Additional Educational Qualifications a) A Postgraduate Degree in Law obtained from a University recognized by the University Grants Commission b) A Postgraduate Diploma in Law obtained from a University recognized by the University Grants Commission or a Post Attorney Diploma obtained from the Institute of Advanced Legal Studies of Law College, Sri Lanka c) The LLB degree obtained from a University recognized by the University Grants Commission with a - First Class - Second-Class Upper Division - Second-Class Lower Division - General d) For a First Class at the Final year at the Law College e) For a Second Class at the Final year at the Law College <i>Note</i> : Marks will be awarded only for the highest qualifications	25 25 20 15 10 07 05 10 05	25
02.	Language proficiency 01. English Language Proficiency (a) A degree with English Language as a major subject obtained from a University recognized by the University Grants Commission (b) A diploma in English obtained from a University recognized by the University Grants Commission or an SLQF level 3/NVQ level 5 or above diploma in English obtained from an institute recognized by the Government or at least a very good pass for English in GCE (A/L) examination (local or London) or 6.5 or above overall band score in IELTS (Academics), 79 or above score in TOEFL-IBT, 213 or above score in TOEFL-CBT or 550 or above score in TOEFL-PBT	05 04	10

<i>Index Number</i>	<i>Subject</i>		<i>Maximum Marks</i>
	02. Sinhala/Tamil Language proficiency (a) A degree with Sinhala/Tamil as a major subject obtained from a University recognized by the University Grants Commission (b) For a diploma in Sinhala/Tamil language offered by a University recognized by the University Grants Commission or by a Government training institute (Not less than 01 year) <i>Note:</i> Marks will be awarded only for the highest qualification under one sub-heading.	05 04	
03.	Additional Experience A maximum of 10 points, 02 points for each year of experience in public or private sector as an Attorney-at- Law/holder of a legal position, excluding the 01 year of service as an Attorney-at-Law which is required to apply for the position. <i>Note I :</i> Applicants engaged in private legal practice shall substantiate their additional qualification by a certificate attested by an Attorney-at-Law who has completed at least twenty years of service or a President's Counsel or a Judicial Service Officer. Applicants holding a legal position in public or private sector shall submit a certificate of service obtained from their Head of the Department/Institute. <i>Note II :</i> Service certificates, which do not specify the commencement and end dates of service, will not be accepted for awarding marks.		10
04.	Skills demonstrated at the interview for eligibility evaluation		05
	Total		50

08. Method of application

Specimen Application

- 8.1 Applicants shall prepare their application in the same language he/she is appearing for the examination according to the specimen application attached at the end of this notice and shall complete it in their own handwriting. Each section of the application shall be completed by the applicant as per the instructions given and if any sections are not applicable to him/her, they shall be marked as "not applicable". Please note that the application may be rejected if blank rows are kept. The application shall be prepared using both sides of A4 paper of the size 21x29.7 cm.
- Heading numbers from 1 to 6 should appear on the first page;
 - Heading numbers from 7 to 12 should appear on the second page;
 - Heading numbers from 13 to 14 should appear on the third page; and the rest of the heading numbers should appear on the fourth page and it will be useful to keep a photocopy of the duly completed application.
- 8.2 Further, the applicant should check whether the completed application is in accordance with the specimen application given in this examination notice and applications not in accordance with the specimen application or incomplete applications will be rejected without prior notice.

Submitting the application

- 8.3 Duly completed application shall be sent by registered post on or before **08th of May 2023**, to the “Commissioner-General of Examinations, Department of Examinations Sri Lanka, Pelawatte, Battaramulla”. In the top left hand corner of the envelop, it should be clearly indicated “Open Competitive Examination for the Recruitment to the posts of Assistant Legal Draftsmen in the Legal Draftsman’s Department”. Further, the name of the examination in the applications in Sinhala/ Tamil should be mentioned in English Language in addition to Sinhala/ Tamil Languages.
- 8.4 Officers who presently serve in Public Service or Provincial Public Service shall submit their applications through their respective Heads of Departments. Receipt of applications will not be acknowledged and applications received after the closing date or incomplete applications will be rejected without any notice.

The Examination Fee

- 8.5 The examination fee is **Rs. 1200/**. The candidate should pay the non-refundable examination fee to any post office or sub-post office in the island or to any Divisional Secretariat or District Secretariat to be credited to the Government income under revenue head number 20-03-02-13 of the Commissioner General of Examinations and the receipt of payment shall be affixed by one of its margins in the specific place in the application so that it would not get detached. Keeping a photocopy of the said receipt will be useful. Money orders or stamps will not be accepted as the examination fee.
- 8.6 The examination fee will not be refunded under any circumstance.

09. Admissions

- 9.1. The Commissioner General of Examinations will send the admission cards to the candidates who have forwarded duly completed applications with the receipt obtained upon payment of the relevant examination fee on or before the closing date for the receipt of applications referred to in the notice. As soon as admission cards are issued, the Department of Examinations will publish a notification in newspapers in that regard.
- 9.2. If there is any candidate who has not received the admission card even after two or three days of the publication of such notice, such fact shall be informed to the Department of Examinations in the manner stated in such notification, together with the name, address, National Identity Card Number of the candidate and the name of the examination. If the candidate is from an area outside Colombo, it will be useful to make inquiries addressing the fax number specified in the notice, together with the letter of request which should carry the fax number to which a copy of the admission card can be sent. It will be more useful to keep a copy of the duly completed application form, a copy of receipt in proof of payment of the examination fee, a copy of the receipt issued when sending the application by registered post with you, in order to prove any information requested by the Department of Examinations.
- 9.3. Issuance of an admission card to a candidate shall not be considered as an acknowledgment of his or her eligibility to sit for the examination.

Attestation of the examination admission

- 9.4. It is compulsory for every applicant to obtain the attestation of his/her signature before sitting for the examination. An applicant who sits for the examination through an institute should attest his/her signature by the head of the institute in which they presently serve. The other applicants should attest their signature by a principal of a government school / a retired Principal, a Grama Niladhari of the division, a Justice of Peace, a Commissioner of Oaths, an Attorney-at-law, a Notary Public, a Commissioned Officer of three Armed Forces or an officer in the Public or Local Government Service or a Permanent Staff Officer or a Viharadhipathi or a Chief Priest of a Buddhist temple, or a person in charge of a religious place belonging to any other religion who is holding a significant position as a priest.

Admission to the Examination

- 9.5. The candidate shall sit for the examination at the relevant examination center. On the first day of the examination, the candidate shall forward the attested admission to the invigilator. A candidate who does not adhere to it shall not be permitted to admit to the examination.
- 9.6. The candidates are subjected to the laws and regulations imposed by the Commissioner-General of Examinations with regard to the holding of the examination. He/ She may be subjected to a penalty imposed by the Commissioner-General of Examinations, if the said laws and regulations are violated.

For the candidate's information:

- (a) Any document or any copy shall not be attached to the application.
- (b) Applications of the candidates who fail to present the documents at the interview will not be considered.

10. Identity of the Candidate:

Every Candidate should establish their identity at the Examination Hall to the satisfaction of the invigilator of the Examination Hall. Any one of the following documents will be accepted for that purpose.

- (a) National Identity Card issued by the Department of Registration of Persons.
- (b) Valid Passport
- (c) Valid Driving License

Further, the candidate should enter the examination hall without covering his or her face and ears, for identification. Any candidate who refuses to prove his or her identity shall not be allowed to enter the examination hall. Further, candidates should not cover his or her face and ears from the time of entering the examination hall until leaving the hall after the examination, for the identification of the applicants by examination officials.

11. Furnishing false information :

- 11.1 If it is revealed that a candidate does not possess the qualifications, before the examination or at the time of holding the examination or after the examination or anytime, his/her candidature will be cancelled.
- 11.2 He/ She may be dismissed from the public service if it is revealed that any candidate has knowingly provided false information, or if he/she has deliberately suppressed any important information.

12. Public Services Commission has the right to take decisions in relation to any matter not provided in this notification.

13. In the event of any inconsistency between the Sinhala, Tamil and English texts of this Gazette Notification, the Sinhala text shall prevail.

14. The Public Service Commission has the right not to fill some or all the vacancies mentioned here.

As recommended by the Public Services Commission.

WASANTHA PERERA,
Secretary,

Ministry of Justice, Prisons Affairs and Constitutional Reforms,
Adhikarana Mawatha,
Colombo 12,
6th April, 2023.