Ministry of Rural Development, Social Security and Community Empowerment

Calling for Applications for Recruitment to the Post of Legal Officer on a Contract Basis

1. Applications are called from qualified applicants for recruitment to the post of Legal Officer in the Executive Service Category of the Ministry of Rural Development, Social Security and Community Empowerment on a contract basis. Application that includes educational qualifications, professional experience and bio-data should be sent by registered post to the address, Ministry of Rural Development, Social Security and Community Empowerment, 1st Floor, Stage II, Sethsiripaya, Battaramulla. The term "Recruitment to the Post of Legal Officer" should be written in the top left-hand corner of the envelope enclosing the application. The closing date for calling applications is 15 December 2026.

Note: - It is compulsory to send the application by registered post, and complaints regarding loss or delay in the mail will not be considered. Any loss or damage that may occur as a result of delaying the application until the deadline must be borne by the applicant.

2. The total number of vacancies expected to be filled in this instance is 01. The date on which the appointment becomes effective shall be determined by the Secretary of the Ministry.

3. Conditions of the employment

3.1 Service category – Executive service category

3.2 This post is on a contract basis and a monthly allowance of Rs. 133,570.00 and approved cost of living allowance, transport allowance and telephone allowance will be paid.

3.3 This appointment is made in accordance with the Procedural Rule No. 2310/29 issued by the Public Services Commission.

3.4 Selected applicant shall be subject to the provisions of the Establishments Code, Financial Regulations, Departmental Orders, and other regulations and orders issued by the Government from time to time.

4. Required qualifications

I. Education/ professional qualifications

Having been sworn in as an Attorney-at-Law of the Supreme Court

II. Experience

Having obtained active professional experience as an Attorney-at-Law for a period not less than six (06) years after being sworn in as an Attorney-at-Law of the Supreme Court.

(Documents submitted to verify active professional experience, during which the experience was gained, the certifier's official seal, and the date of certification should be clearly stated)

Note: Self-certified copies of the documents proving the basic qualifications should be attached to the application. Applications submitted without certificates clearly indicating the commencement and end dates of the period of service may be rejected without prior notice.

III. Physical fitness

Each candidate must have satisfactory physical and mental fitness to serve in any part of Sri Lanka and perform the duties of the post.

IV. Other qualifications

- Should be a citizen of Sri Lanka.
- Should be of excellent moral character.
- All qualifications required for recruitment to the post must have been satisfied in every respect by the closing date of applications.

5. Terms and Conditions of the employment

i. Should be contributed to the Employees' Provident Fund.
ii. This appointment is subject to the Procedural Rules of the Public Service Commission, the Establishments Code of the Democratic Socialist Republic of Sri Lanka, the Government Financial Regulations, and other departmental orders.
iii. The requested language medium will not be permitted to be changed later, and the language medium in which you are eligible to receive appointments will be the language medium specified by you in the application form.

6. Age limit

Age should not be more than 62 years to the closing date of application.

7. Method of recruitment

The applicant who scores the highest marks among the applicants at the interview conducted by a three member interview board chaired by an officer of the Sri Lanka Administrative Service and comprising of an executive-grade officer in the legal field and an officer of an all-island service, will be recruited to the post of Legal Officer on a contract basis for a period of one year.

8. Marks will be granted at the interview for assessment of qualifications based on the following marking scheme

Ser. No	Subject	Marks	Maximum limit
01	Additional educational qualifications a) A postgraduate degree in Law obtained from a university recognized by the University Grants Commission	25	25

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<td>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 Sri Lanka Law College

c) The following degrees obtained from a university recognized by the University Grants Commission
• LLB (Bachelor of Laws) degree with First Class Honours
• LLB (Bachelor of Laws) degree with Second Class Upper Division
• LLB (Bachelor of Laws) degree with a class
• LLB (Bachelor of Laws) degree with an ordinary pass

d) First Class Pass in the final year Attorneys-at-Law examination of Law College
A Second-Class Pass in the final year Attorneys-at-Law examination of Law College
Note I: The above 05 marks will be awarded only if the Law College Final Examination has been passed with an Honours pass.
Note II: Points will be awarded only for the highest qualification.</td>
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<td>02</td>
<td>Additional experience
Preparation of documents relating to cases and making submissions in open court
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<tr><th></th><th>Case filings (Per case)</th><th>Marks for appearing before the court and making submissions (per case)</th></tr>
<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 Court</td><td>4</td><td>5</td></tr>
<tr><td>Judicial Authority</td><td>2</td><td>3</td></tr>
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Note -
Copies of judgments relevant to the court cases or a copy of the record of the court proceedings to the last date on which the case was heard should be submitted to the interview board to prove the above qualifications.</td>
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<td>03.</td>
<td>Knowledge of Information Technology/Information Technology Law

(a) Having studied Information Technology or Computer Science as a major subject for a degree at a university recognized by the University Grants Commission.</td>
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	(b) A diploma on Information and Communication Technology Law obtained from a university recognized by the University Grants Commission or Sri Lanka Law Collage or other professional institution recognized by the government. (c) A diploma in Computer Science or Information Technology obtained from a university recognized by the University Grants Commission, or an NVQ Level 5 or higher-level diploma in Computer Science or Information Technology obtained from another institution. (d) Certificates obtained by following causes/ participating at training programmes on information and communication technology law at an University recognized by the University Grants Commission or another professional institution recognized by the government. (02 marks will be awarded per certificate, for a maximum of two certificates) **Note**: Marks will be awarded only to the highest qualification.	08 05 04	
04	Language proficiency (a) A degree obtained from a university recognized by the University Grants Commission, with English included as a major subject (b) Fluency in English demonstrated at recognized international or national-level moot court competitions <u>Individual</u> First Place/Best merit - 12 Second place - 10 Third place/ other competencies - 08 <u>Group</u> First Place/Best merit -10 Second place - 08 Third place/ other competencies - 06 (c) A diploma in English obtained from a university recognized by the University Grants Commission or a diploma at SLQF Level 3 or above in English obtained from another institution or a Diploma in English Language obtained upon completion of a course of at least 1500 study hours at a government institution (d) Obtaining at least a credit pass in English at the General Certificate of Education (Advanced Level) Examination (Local or London) or having an overall ILETS score of 6.5 or higher, TOEFL-IBT 79 or above TOEFL-CBT 213 or above or TOEFL-PBT 550 or above	15 12 10 08	15

	(e) A Higher Certificate in English obtained from a university recognized by the University Grants Commission or a Level 2 SLQF certificate in English obtained from another institution. Note: Marks will be granted only to the highest qualification.	05	
05	Competencies shown at the interview Marks will be granted for the answers provided for questions asked aimed to measure, o Strengths o Ability to make decisions according to the situation. o Competence of the applicant in delivering the duties of the post.		15
06.	**Total**		**100**

9. Identity of the applicant

Only candidates who have submitted applications that are complete in every respect will be called for the interview for evaluation of eligibility.

The original copies of all certificates and copies duly certified by the applicant himself should be submitted at the interview.

The following documents are accepted to verify your identity during the interview.

I. Valid National Identity Card issued by the Commissioner of Registration of Persons
II. Valid passport

10. Procedure for forwarding application

I. A specimen application form to be submitted is given at the end of this notice. Applicants should prepare their applications using A4 size paper, heading No. 01 to 3.4 of the specimen application should be on the first page, 3.5 to 8.0 in the second page, and 9.0 to 11.0 in the third page, and complete the application in their own handwriting.

II. The signature of an applicant should be attested by a principal of a government school/ a Justice of Peace/ Commissioner of Oath/ an Attorney at Law/ a Notary Public/ a commissioned officer of tri forces or by a permanent staff officer in public service or provincial public service drawing a monthly salary of Rs. 47,615/- or above.

III. Applications that do not conform to the specimen application form attached herewith will be rejected without prior notice.

11. Furnishing false information

If any information stated in the application form submitted by you is found to be false or incorrect before recruitment, your candidature will be cancelled. If such false or incorrect information is discovered after recruitment, steps will be taken to dismiss you from service, subject to the relevant disciplinary action.

12. I have the sole right to fill or not fill the vacancy.

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

14. Any decision made by me regarding a matter not mentioned in this notice or any problematic situation that may arise during this recruitment process shall be final.

Secretary
Ministry of Rural Development, Social Security and Community Empowerment