

Posts - Vacant

PUBLIC SERVICE COMMISSION

Ministry of Buddhasasana, Religious and Cultural Affairs

Recruitment to the Post of Legal Officer Grade III of the Executive Grade Category in the Department of Public Trustee - 2023

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 Department of Public Trustee, of the Ministry of Buddhasasana, Religious and Cultural Affairs.

01. **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.

02. **Required Qualifications :**

- (i) Educational/Professional Qualifications

Should have taken oaths as an Attorney-at-Law in 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 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

03. 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 the official language other than the language through which you have been qualified for this appointment before the lapse of three years from the date of appointment to this post in accordance with provisions in the Public Administration Circular 18/2020 dated 16.10.2020 and provisions in the Circulars incidental thereto. Further, officers who joined the service through a medium which is not an official language shall acquire the required official language proficiency within the probationary period.
- (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 Government regulations.
- (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.

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

06. The following marking scheme will be used for evaluating the eligibility at the Interview.

<i>Serial No.</i>	<i>Subject</i>	<i>Marks</i>	<i>Maximum Marks</i>
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	

<i>Serial. No.</i>	<i>Subject</i>	<i>Marks</i>	<i>Maximum Marks</i>																		
	(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 Law College	10																			
	Second Class in the final year of Law College	05																			
	Note I : 05 marks should be given only if the final examination has been passed with honours Note II : Marks shall be awarded only for the highest qualifications obtained.																				
02	<p>Additional Experience : Preparation of documents pertaining to the cases and appearing before the open Court.</p> <table border="1"> <thead> <tr> <th></th> <th><i>Marks for cases filed (Per each case)</i></th> <th><i>Marks for appearing before the Court (Per each case)</i></th> </tr> </thead> <tbody> <tr> <td>Supreme Court</td> <td>02</td> <td>05</td> </tr> <tr> <td>Court of Appeal</td> <td>02</td> <td>04</td> </tr> <tr> <td>High Court</td> <td>02</td> <td>03</td> </tr> <tr> <td>District Courts</td> <td>04</td> <td>05</td> </tr> <tr> <td>Tribunals</td> <td>02</td> <td>03</td> </tr> </tbody> </table>		<i>Marks for cases filed (Per each case)</i>	<i>Marks for appearing before the Court (Per each case)</i>	Supreme Court	02	05	Court of Appeal	02	04	High Court	02	03	District Courts	04	05	Tribunals	02	03		35
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Supreme Court	02	05																			
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High Court	02	03																			
District Courts	04	05																			
Tribunals	02	03																			
	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.																				
03.	<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>	15	15																		
	(b) Fluency in English language demonstrated in Moot Court competitions at the recognized international or national levels	12																			
	<u>Individual</u>																				
	(i) First Place/Highest Merit - 12																				

<i>Serial No.</i>	<i>Subject</i>	<i>Marks</i>	<i>Maximum Marks</i>
	(ii) Second Place - 10		
	(iii) Third Place/Other skills - 08		
	<u>Group</u>		
	(i) First Place/Highest Merit - 10		
	(ii) Second Place - 08		
	(iii) Third Place/ Other Skills - 06		
	(c) A Diploma in English Language obtained from a University recognized by the University Grants Commission or a Diploma in English Language of NVQ Level 5 or a higher obtained from another institution.	10	
	(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	08	
	(e) Advanced Certificate in English Language obtained from a University recognized by the University Grants Commission or a certificate at NVQ Level 4 obtained for English Language from another institution Note : Marks will be given only for the highest qualification	05	
04.	Knowledge on Information Technology/Information Technology Law:		10
	(a) Studied Information Technology or Computer Science as a main subject in a University recognized by the University Grants Commission.	10	
	(b) A Diploma in Information and Communication Technology Law obtained from a University recognized by the University Grants Commission or the Sri Lanka Law College or any Vocational Institute recognized by the Government.	08	
	(c) Diploma in Computer Science or Information Technology obtained from a University recognized by the University Grants Commission or a Diploma on Computer Science or Information Technology in NVQ Level 5 or a higher level obtained from another institution.	05	

<i>Serial No.</i>	<i>Subject</i>	<i>Marks</i>	<i>Maximum Marks</i>
	(d) Having participated in Courses/Training Programmes 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. (02 marks per each certificate and marks will be awarded to a maximum of two certificates) Note : Marks will be given only for the highest qualification.	04	
05.	Performance at the interview : Performance of the applicant in support of performing roles of the post in following manner.		15
	• Strength Questions (02 Marks)		
	• Situational Questions (03 Marks)		
	• Competency Questions (10 Marks)		
	Marks will be given according to replies given for questions intended for evaluation		
	Total		100

07. 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 certificates and duly certified copies of the certificate 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

08. Method of submitting the Application :

- (i) Applications should be sent under registered post to reach "Public Trustee, Department of Public Trustee, No. 2, Bullers Lane, Colombo 07" on or before **27.08.2023**. Applications received after the closing date will be rejected, National Audit Office, No. 306/72, Polduwa Road, Battaramulla" on or before **27.08.2023** Applications received after the said 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. 07 in second page and No. 08 to No. 09 in 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 applicaitons 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.

09. 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,

Secretary,

Ministry of Buddhasasana, Religious and Cultural Affairs,
21st July, 2023.