

MINISTRY OF JUSTICE, PRISON AFFAIRS AND CONSTITUTIONAL REFORMS

Ministry of Justice, Prison Affairs and Constitutional Reforms Recruitment to the Post of Secretary in the Executive Service Category (Limited Basis) of the Department of Law Commission – 2023

By the order of the Cabinet of Ministers, applications are invited from the citizens of Sri Lanka with the under mentioned qualifications in order to recruit a suitable person to fill the vacancy in the post of Secretary in the Executive Service Category of the Department of Law Commission. Applications forms prepared as per the specimen form appended at the end of this notice should be sent by registered post to reach the "**Secretary, Ministry of Justice, Prison Affairs and Constitutional Reforms, No. 19, Sri Sangaraja Mawatha, Colombo 10**" on or before the date indicated below. **The words ""Recruitment to the post of Secretary in the Executive Service Category of the Department of Law Commission on Limited Basis"** should be written clearly on the top left hand corner of the envelope containing the application form,

Closing date of application will be 20/11/2023.

Note : No allegation that an application form or a document respecting such form has been lost or delayed in the post can be considered. Applicants who delay their applications until the last day will do so at their own risk.

01. Method of Recruitment

Selection will be made on the order of merit secured at a structured interview to be conducted by an interview board to be appointed as per the Cabinet decision No. අම/16/0927/755/008 dated 14.06.2016. The date on which such appointment will take effect will be decided in accordance with order of the Cabinet of Ministers.

02. Terms of engagement

- (i) This post is permanent. It is pensionable. The pension scheme entitled to you is subject to policy decisions to be taken by the Government from time to time in the future. You should be contribute to the Windows and Orphans Pension Scheme/ Widowers and Orphans Pension Scheme. You are required to pay contributions to the same as prescribed by the Government from time to time.
- (ii) In case an officer has not passed Efficiency Bar Examination III in the Post of Secretary, Grade I in the Executive Service Category of the Department of Law Commission is required to pass the Efficiency Bar Examination III before the expiry of one (01) year from the date on which the recruitment will be made to this post.
- (iii) An officer recruited to this post should, in terms of the Public Administration Circular No. 01/2014 and the Circulars issued incidental thereto, acquire the prescribed language proficiency within five (05) years of appointing to this post. The officer who enters the public service in medium of language other than in a medium of any of the official languages will require to reach within three (03) years a requisite standard of proficiency in one official language and within five (05) years in the other official language.
- (iv) This appointment will be subjected to the Cabinet Decisions, the procedural Rules of the Public Service Commission, Establishment Code of the Democratic Socialist Republic of Sri Lanka, Financial Regulations. Departmental Orders and any other regulations and orders issued from time to time by the Government.

03. Salary Scale

In terms of the Public Administration Circular No. 3/2016, this post which is under SL-1-2006, carries a salary of Rs. 47,615-10X1335 – 8X 1630 -17X2170 – Rs. 110,895/- per month and the initial salary scale amounts to Rs. 76,175/- at salary step 20 as per grading system.

04. Qualifications

4.01 Educational Qualifications –

Should have possessed a Post Graduate Degree in law conferred on by a University recognized by the University Grants Commission.

4.02 Professional Qualifications –

Should be an officer in a post of the Executive Service Category in a Ministry/Department as per the Public Administration Circular No. 06/2006 and an Attorney-at-Law enrolled by the Supreme Court.

4.03 Experience

- (a) Should as per the Public Administration Circular No. 06/2006, be an officer, Grade I in the Executive Service Category or be an officer, Grade II in the Executive Service Category with Seven (07) year dynamic and satisfactory proof of service, having earned seven (07) consecutive salary increments.
- (b) Should furnished a satisfactory performance appraisal or a higher degree of satisfactory performance appraisal for the 05 years immediately preceding the closing date of calling for applications.
- (c) Should not, during the 05 years immediately preceding the date on which the recruitment will be made to this post have been subjected to any disciplinary punishments.

05. Age limit – Age limit is not applicable as applications are invited from the officers already in Public Service.

06. Physical Fitness

Every applicant should be in good mental and physical order to serve in any part of the island and to discharge the duties and functions of the post.

07. Other Qualifications

Every applicant must furnish satisfactory proof to the effect that he/she,

- (i) Should be citizen of Sri Lanka
- (ii) Should possess excellent moral character
- (iii) Should have fulfilled all the necessary qualifications in every respect as at the closing date of calling for applications referred to in this notice of calling for applications.

08. Structured Interview

Marks will be awarded at a structured interview to be conducted by an interview board to be appointed as per the Cabinet Decision No. අමප/16/0927/755/008 dated 14.06.2016. Qualifications will also be checked at the structured interview.

09. Method of awarding marks at the interview

Areas in respect of which marks are awarded	Maximum marks that could be awarded
Additional Educational Qualifications	45
Local/Foreign trainings	20
Research papers and legal texts etc. published by the applicant	20
Additional experience	10
Leadership, personality and communication skills found as per the discretion of the interview board.	05
Total	100

The applicant with the highest marks according to the results of the structured interview will be appointed to the post of Secretary.

10. Identity of the Applicant

Only applicants who have submitted completed applications in all respects will be called for the structured interview.

Original copies of all certificates should be submitted at the interview along with the copies thereof duly certified by the applicants.

Each applicants should produce at the interview to establish his/her identity the following identity documents.

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

11. (I) Applications should be prepared on a A4 paper 22x29 cm in size using both sides and items from 01 to 11 to appear on the first page and from 12 onwards on the second page and it should be filled by the candidate's own legible handwriting. Applications which are not in conformity with the specimen appended at the end of this notice or are received after the closing date of acceptance of applications are liable to be rejected without notice. Incomplete applications and applications of applicants who do not possess the prescribed minimum requirements will also be rejected. Therefore, applicants should see that their applications are as per the specimen in every respect. Receipt of applications will not be acknowledged.

Note : (a) No documents or copies of documents should be attached to the application form.

- (b) Applications of applicants who fail to produce documents when required to do so will not be considered.

- (II) Applications from officers who are in the Public Service/Provincial Public Service/ Public Corporations are required to be forwarded through the Heads of the Departments.

12. Orders of the Cabinet of Ministers, Procedural Rules of the Public Service Commission, Circulars that are now in force or may be issued from time to time in the future in respect of the Public Service and the conditions of the Scheme of Recruitment applicable to the Executive Service Category of the Department of Law Commission shall be applicable to this post. The decision taken by the Cabinet of Ministers regarding any matter not provide a for in this recruitment notification shall be final and conclusive.

13. Providing false information :

If any particulars mentioned in the application sent by you are found to be false or incorrect before recruitment, your candidacy will be cancelled. If any such false or incorrect information is discovered after the recruitment, measures will be taken for the dismissal of the service.

- 14.** In the event of any inconsistency among the Sinhala, Tamil and English texts of this *Gazette* Notification, the Sinhala text shall prevail.

By the order of the Cabinet of Ministers,

Secretary,
Ministry of Justice, Prison Affairs and Constitutional Reforms
06th October 2023.