

## PUBLIC SERVICE COMMISSION

### Recruitment for the post of Legal Officer (Executive Officer Service Category Grade III) in the Office of the Cabinet of Ministers on Open Basis – 2023

APPLICATIONS are invited to fill the vacant Post of Legal Officer (Grade III of the Executive Officer Service Category) in the Office of the cabinet of Ministers from Sri Lanka citizens who have fulfilled the qualifications mentioned in this notification.

#### 1. Method of Recruitment :

The Candidate, who obtains the highest marks on the results of an Eligibility Assessment conducted by an Eligibility Assessment Interview Board appointed by the Public Service Commission from among the applicants, who have fulfilled the qualifications specified in the notification, will be recruited for the vacancy. The Eligibility Assessment interview will be conducted in conformity with the marking scheme (mentioned under No. 6) approved by the Public Service Commission. The Public Service Commission shall decide the effective date of appointment.

#### 2. Required Qualifications :

(i) Educational/ Professional Qualifications

Should have sworn in as an Attorney-at-Law in the Supreme Court.

(ii) Experience

Should have an active professional experience of not less than three (03) years after swearing in as an Attorney-at-Law. (The documents to be furnished at the interview as proof of active professional experience should clearly indicate the period of experience, date and the official seal of the attester)

OR

Should have not less than three (03) year experience in legal post\* in a State Institution after swearing in as an Attorney-at-Law of the Supreme Court.

(These facts should be confirmed by a letter issued by the Secretary/ Head of Department/ Institution and it should include the basic qualification of recruitment to the relevant legal post/ posts for which experience is applicable.)

**Note:** Copies of the documents confirming the basic qualifications certified by the applicant him self/ her self should be attached to the Application. **Application without the attached certificates with clear indication of commencement and end date of service period could be rejected without notice.**

\*A legal post is a post having a Law Degree or Sworn in as an Attorney-at-Law being a basic qualification of recruitment.

(iii) Physical Qualifications

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

(iv) Other Qualifications

- Applicant should be a citizen of Sri Lanka
- Applicants should be of excellent character
- Must have fulfilled all the requisite qualifications for recruitment to the post by the last date of calling applications.

#### 3. Terms of Employment and Terms of Service :

- (i) This post is permanent and pensionable. You will be subject to future government policy decisions regarding a pension scheme entitled to you. You must contribute to the Widows and Orphans Pension Scheme/ Widowers and Orphans Pension Scheme. You will have to pay it contribution as required by the Government from time to time.
- (ii) This appointment is subject to a probationary period of 03 years. You should pass the first Efficiency Bar Examination as mentioned in the Scheme of Recruitment within 03 years of being recruited to the post.

- (iii) Proficiency in the other official language in addition to the language of recruitment, should be obtained prior to the expiry of 5 years of Appointment to this post, in accordance with the provisions of the Public Administration Circular No. 18/2020 dated 16.10.2020 or provisions of conjunctive Circulars and the officers who were recruited in a medium other than an official language, should obtained the stipulated language proficiency within the probation period.
- (iv) This appointment is subject to the procedural Rules of the Public Service Commission, The Establishment Code of the Democratic Socialist Republic of Sri Lanka, Government Financial Regulations and other Departmental Regulations.
- (v) The language medium of preference mentioned in the application will not be permitted to change subsequently and the language medium you are eligible for appointment will be the language medium mentioned in the application form.

#### 4. Age Limit :

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

#### 5. Salary Scale :

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

#### 6. The following scheme of marking will be adopted for the Eligibility Assessment Interview:

| Serial Number | Subject  | Marks | Maximum Marks |
|---------------|--|-------|---------------|
| 01            | <b>Additional Educational Qualifications</b>   |       | 25            |
|               | (a) Post Graduate Degree in Law from a University recognized by the University Grants Commission.  | 25    |               |
|               | (b) Post Graduate Diploma in Law from a University recognized by the University Grants Commission or Post Graduate Diploma in Law from the Institution of Advanced Legal Studies of Sri Lanka Law College. | 20    |               |
|               | (c) The following obtained from a University recognized by the University Grants Commission;   |       |               |
|               | • Bachelor of Laws Degree with First Class Pass  | 15    |               |
|               | • Bachelor of Laws Degree with a Second Class Upper Pass   | 10    |               |
|               | • Bachelor of Laws with a Class  | 07    |               |
|               | • Bachelor of Laws with an Ordinary Pass   | 05    |               |
|               | (d) First Class Pass in the final year of Sri Lanka Law College  | 10    |               |
|               | Second Class Pass in the Final year of Sri Lanka Law College.  | 05    |               |
|               | <b>Note I :</b> Above 05 marks will be given only if the final examination of the Sri Lanka Law College is passed with Honors.   |       |               |
|               | <b>Note II:</b> Marks will be given only for the highest qualification.  |       |               |
| 02            | <b>Additional Experience</b>   |       | 35            |
|               | Preparation of relevant documents for Cases and making Statements in Open Courts.  |       |               |

| Serial Number  | Subject   |   |  | Marks                                      | Maximum Marks                     |   |               |    |    |                 |    |    |  |    |    |                             |    |    |           |    |    |  |  |
|--|---|---|--|--|-----------------------------------|---|---------------|----|----|-----------------|----|----|--|----|----|-----------------------------|----|----|-----------|----|----|--|--|
|  | <table border="1" data-bbox="360 203 1059 685"> <thead> <tr> <th data-bbox="360 203 617 394"></th> <th data-bbox="617 203 815 394">Marks for Case filings (Per case)</th> <th data-bbox="815 203 1059 394">Marks for appearing in Courts and giving Statement (Per case)</th> </tr> </thead> <tbody> <tr> <td data-bbox="360 394 617 427">Supreme Court</td> <td data-bbox="617 394 815 427">03</td> <td data-bbox="815 394 1059 427">04</td> </tr> <tr> <td data-bbox="360 427 617 461">Court of Appeal</td> <td data-bbox="617 427 815 461">03</td> <td data-bbox="815 427 1059 461">04</td> </tr> <tr> <td data-bbox="360 461 617 584">High Court/<br/>Commercial High Court/ Civil Appeals High Court</td> <td data-bbox="617 461 815 584">02</td> <td data-bbox="815 461 1059 584">02</td> </tr> <tr> <td data-bbox="360 584 617 647">District/ Magistrate Courts</td> <td data-bbox="617 584 815 647">02</td> <td data-bbox="815 584 1059 647">02</td> </tr> <tr> <td data-bbox="360 647 617 685">Tribunals</td> <td data-bbox="617 647 815 685">02</td> <td data-bbox="815 647 1059 685">02</td> </tr> </tbody> </table> <p data-bbox="360 719 1115 815"><b>Note :</b> A copy of the relevant judgments or certified copy of the court report at the last date of courts should be submitted to the Interview Board to verify the above qualifications.</p>    |   |  |  | Marks for Case filings (Per case) | Marks for appearing in Courts and giving Statement (Per case) | Supreme Court | 03 | 04 | Court of Appeal | 03 | 04 | High Court/<br>Commercial High Court/ Civil Appeals High Court | 02 | 02 | District/ Magistrate Courts | 02 | 02 | Tribunals | 02 | 02 |  |  |
|  | Marks for Case filings (Per case)   | Marks for appearing in Courts and giving Statement (Per case) |  |  |                                   |   |               |    |    |                 |    |    |  |    |    |                             |    |    |           |    |    |  |  |
| Supreme Court  | 03  | 04  |  |  |                                   |   |               |    |    |                 |    |    |  |    |    |                             |    |    |           |    |    |  |  |
| Court of Appeal  | 03  | 04  |  |  |                                   |   |               |    |    |                 |    |    |  |    |    |                             |    |    |           |    |    |  |  |
| High Court/<br>Commercial High Court/ Civil Appeals High Court | 02  | 02  |  |  |                                   |   |               |    |    |                 |    |    |  |    |    |                             |    |    |           |    |    |  |  |
| District/ Magistrate Courts                                    | 02  | 02  |  |  |                                   |   |               |    |    |                 |    |    |  |    |    |                             |    |    |           |    |    |  |  |
| Tribunals  | 02  | 02  |  |  |                                   |   |               |    |    |                 |    |    |  |    |    |                             |    |    |           |    |    |  |  |
| 03   | <p data-bbox="360 860 1115 920"><b>Knowledge of Information Technology/ Information Technology Law</b></p> <p data-bbox="360 920 1115 1016">(a) A Degree from a University recognized by the University Grants Commission with information Technology or Computer Science as a main subject.</p> <p data-bbox="360 1039 1115 1173">(b) Diploma in Information and Communication Technology Law obtained from a University recognized by the University Grants Commission or from the Sri Lanka Law College or any other government recognized professional institute.</p> <p data-bbox="360 1196 1115 1330">(c) Diploma in Computer Science or information Technology from a University recognized by the University Grants Commission or a Diploma in Computer Science or Information Technology at NVQ Level 5 or above from any other institution.</p> <p data-bbox="360 1352 1115 1554">(d) Certificates obtained by attending courses/training programs in the field of Information and Communication Technology Law at a University recognized by the University Grants Commission or at the Sri Lanka Law College or any other government recognized training/ professional institute/ (02 marks each for a maximum of two certificates will be given)</p> <p data-bbox="360 1576 1115 1603">Note: Marks will be given only for the highest qualification.</p> |   |  | 10<br><br>10<br><br>08<br><br>05<br><br>04 | 10                                |   |               |    |    |                 |    |    |  |    |    |                             |    |    |           |    |    |  |  |

| Serial Number | Subject   | Marks | Maximum Marks |
|---------------|---|-------|---------------|
| 04            | <p><b>Language Ability</b></p> <p>(a) Degree obtained from a University recognized by the University Grants Commission with English as a main subject 15</p> <p>(b) English language proficiency shown in recognized Moot Court Competitions on International or National level. 12</p> <p style="padding-left: 40px;">Individual</p> <p style="padding-left: 80px;">i. First place/ Best skill - 12</p> <p style="padding-left: 80px;">ii. Second place – 10</p> <p style="padding-left: 80px;">iii. Third place/ Other skills – 08</p> <p style="padding-left: 40px;">Group</p> <p style="padding-left: 80px;">i. First place/Best skill – 10</p> <p style="padding-left: 80px;">ii. Second place – 08</p> <p style="padding-left: 80px;">iii. Third place/ Other skills – 06</p> <p>(c) Diploma in English from a University recognized by the University Grants Commission or SLQF 3 or Higher Diploma in English from other Institute or Diploma in English obtained by following at least 1,500 study hour course from a Government Training Institute/ Institute affiliated to a Government Training Institute. 10</p> <p>(d) G.C.E. (Advanced Level) Examination or Edexcel or Cambridge Advanced Level Examination with at least a Distinction Pass in English OR IELTS overall score of 6.5 marks (with a minimum of 6 marks of each subject) or higher, TOEFL-IBT 79 marks or higher, TOEFL-CBT 213 marks or higher or TOEFL-PBT 550 marks or higher, within the immediately preceding period of 02 years to the calling date of applications. 08</p> <p>(e) Advanced Certificate in English from a University recognized by the University Grants Commission or Certificate in English at SLQF 2 from other Institute. 05</p> <p>Note : Marks will be given only for the highest qualification.</p> |       | 15            |
| 05            | <p><b>The skill shown at the interview</b></p> <p>Applicant's skills that are useful in fulfilling the duties of the post:</p> <p style="padding-left: 40px;">i. Strength questions (02 marks)</p> <p style="padding-left: 40px;">ii. Situational questions (03 marks) and</p> <p style="padding-left: 40px;">iii. Competency questions (10 marks)</p> <p>Marks will be given according to the answers given for the questions aimed at evaluation.</p>   |       | 15            |
|               | <b>Total</b>  |       | <b>100</b>    |

## **7. The identity of the Candidates :**

Only candidates who have submitted duly completed applications in all respects will be called for the Eligibility Assessment Interview.

Originals and copies of all certificates duly certified by the applicant should be furnished at the interview. The following Identity cards will be accepted to prove your identity at the interview.

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

## **8. How to submit the Application:**

- (i) Applicants should be submitted by registered post and received to, "Secretary to the Cabinet, Office of Cabinet of Ministers, Lloyds Building, Sir Baron Jayathilake Mawatha, Colombo 01" to be received on or before **2023.12.04**. Applications received after that date will be rejected.
- (ii) A specimen Application form to be submitted appears at the end of this notification. Applicants should prepare their applications on A4 size paper and set the first page with items from No. 01 to No. 03, the second page with item No. 04 and the third page with items from No. 05 to 08 and fill in their own handwriting.
- (iii) The top left corner of the envelope should state "Recruitment to the Post of Legal Officer – Grade III"
- (iv) Candidate's Signature on the Application should be certified by a principal of a Government School/Justice of Peace/ Commissioner of Oaths/ Attorney-at-Law/ Notary Public/ Commissioned Officer of Armed Forces or by an officer holding a permanent post in the Government or Provincial Public Service earning a consolidated monthly salary of Rs. 47,615/- or above.
- (v) Officers currently employed in the Public Service or Provincial Public Service should submit their applications through the Head of Department in which they are serving.
- (vi) Applications that do not conform to the accompanying specimen Application form will be rejected. No complaints will be accepted regarding loss or delay of Applications.

## **9. Providing False Information:**

If any of the information mentioned in the Application form sent by you is found to be false or erroneous before being recruited, Your candidature will be cancelled. If such false or misleading information is discovered after recruitment, action will be taken for dismissal, subject to the relevant procedures.

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

**11.** If there is any inconsistency or discrepancy among the Sinhala, Tamil and English language texts of this *Gazette* Notification, the Sinhala language text shall prevail.

**12.** If any issue arises on any matter not mentioned in this notification or in this recruitment process, the decision taken by the Public Service Commission in that regard shall be final.

By order of the Public Service Commission,  
Secretary to the Cabinet,  
Office of the Cabinet of Ministers,  
Lloyds Building,  
Sri Bardon Jayathilake Mawatha,  
Colombo 01.  
10th October, 2023.