

PUBLIC SERVICE COMMISSION

Recruitment to the Post of Legal Officer Grade III of the Executive Grade Category in the Department of Public Trustee -2025

MINISTRY OF BUDDHASASANA, RELIGIOUS AND CULTURAL AFFAIRS

APPLICATIONS are invited from the Sri Lankan citizens who have fulfilled the qualifications stated in this notification to fill the vacancy existed in the post of Legal Officer Grade III of the Executive Grade Category in the Department of Public Trustee, Ministry of Buddhasasana, Religious and Cultural Affairs.

1. 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.

2. Required Qualifications:

(i) Educational/Professional Qualifications -

Should have taken oaths as an Attorney-at-law of the Supreme Court.

(ii) Experience -

Should have obtained an active practical professional experience of not less than three (03) years subsequent to swearing in 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 any 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.

3. 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) In accordance with the provisions of Public Administration Circular 18/2020 dated 16.10.2020, officers shall acquire the required proficiency in the other official language/languages.

- (iv) 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 Financial Regulations of the Government, and any other applicable government amendments issued from time to time.
- (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.

4. Age Limit

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

5. Salary Scale

This post is entitled to a monthly salary scale of Rs. 82,150-10x2,400-8x2,940-17x3,900-Rs.195,970/- (SL - 1-2025), as per the Schedule I of the Public Administration Circular No. 10/2025 dated 25.03.2025.

6. The following marking scheme will be used for evaluating eligibility at the interview.

S.No.	Subject	Marks	Maximum Marks
01	Additional Educational Qualifications Note: Marks shall be awarded only for the highest qualification obtained. 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 Postgraduate Diploma in Law obtained from the Institute of Advanced Legal Studies of the Sri Lanka Law College. c.) Degree in Law obtained from a University recognized by the University Grants Commission <ul style="list-style-type: none">Degree in Law with First Class PassDegree in Law with Second Class (Upper) PassDegree in Law with a ClassDegree in Law with a General Pass d.) First Class in the final year of the Law College Second Class in the final year of Law College (Note: 05 marks should be given only if the final examination has been passed with honours.)	25 	

<i>S.No.</i>	<i>Subject</i>	<i>Marks</i>	<i>Maximum Marks</i>
03	<p>Knowledge on Information Technology / Information Technology Law</p> <p>Note: Marks will be given only for the highest qualification.</p> <p>(a) Studied Information Technology or Computer Science as a main subject in a University recognized by the University Grants Commission. 10</p> <p>(b) A Diploma in Information and Communication Technology Law obtained from a University recognized by the University Grants Commission or Sri Lanka Law College or any Vocational Institute recognized by the Government. 08</p> <p>(c) Diploma in Computer Science or Information Technology obtained from a University recognized by the University Grants Commission or a Diploma in Computer Science or Information Technology of NVQ Level 5 or higher level obtained from another institution. 05</p> <p>(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. 04</p> <p>(02 marks per each certificate and marks will be awarded to a maximum of two Certificates)</p>		10
04	<p>Language Proficiency</p> <p>Note: Marks will be given only for the highest qualification.</p> <p>(a) A degree followed with English Language as a main subject in a University recognized by the University Grants Commission 15</p> <p>(b) Fluency in English language demonstrated at the Moot Court competitions at the recognized international or national levels 12</p> <p><u>Individual</u></p> <p>(i) First Place/Highest Merit - 12</p> <p>(ii) Second Place - 10</p> <p>(iii) Third Place/Other Skills - 08</p> <p><u>Group</u></p> <p>(i) First Place/Highest Merit-10</p> <p>(ii) Second Place – 08</p> <p>(iii) Third Place/ Other Skills - 06</p>		15

<i>S.No.</i>	<i>Subject</i>	<i>Marks</i>	<i>Maximum Marks</i>
	<p>(c) A Diploma in English Language obtained from a university recognized by the University Grants Commission, or an English Language Diploma at SLQF Level 3 or above obtained from another recognized institution, or a Diploma in English Language awarded by a government training institution or an institution affiliated with a government training institution, with a minimum of 1,500 study hours.</p> <p>(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, within 02 years prior to the date of calling for applications 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</p> <p>(e) Advanced Certificate in English Language obtained from a University recognized by the University Grants Commission or a certificate at SLQF Level 2 obtained for English Language from another institution.</p>	<p>10</p> <p>08</p> <p>05</p>	15
05	<p>Performance at the Interview Performance of the applicant in support of performing roles of the post in following manner.</p> <ul style="list-style-type: none"> • Strength questions (2 marks) • Situational questions (3 marks) • Competency Questions (10 marks) <p>Marks will be given according to replies given for questions intended for evaluation.</p>		100

7. 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.

- Valid National Identity Card issued by the Commissioner of Registration of Persons;
- Valid Passport.

8. Method of Submitting the Application

- Applications should be sent under registered post to reach "Public Trustee, Department of Public Trustee, No. 2, Bullers Lane, Colombo 07" on or **before 02.09.2025** Applications received after the closing date will be rejected.
- 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 the second page and No. 08 to No. 09 in the third page and should be completed in applicant's own handwriting.
- 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".
- 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. 82,150/- or above.
- Officers who are already in Public Service or Provincial Public Service should forward their applications through the Heads of their respective Departments.
- Applications not in conformity with the attached specimen application will be rejected. No complaints will be entertained over loss or delay of applications.

9. 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 for 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 of July, 2025.