

Post - Vacant

PUBLIC SERVICE COMMISSION

Recruitment on Open Basis for the Post of Legal Officer (Grade III of the Executive Service Category) of the Provincial Councils and Local Government Division of the Ministry of Public Administration, Provincial Councils and Local Government – 2025

APPLICATIONS are invited to fill the vacancy for the post of Legal Officer (01) in the Provincial Councils and Local Government Division of the Ministry of Public Administration, Provincial Councils and Local Government from the citizens of Sri Lanka who have fulfilled the following qualifications.

1. Method of Recruitment :

The candidate who obtains the highest marks from among those who are meeting with the qualifications set out in the notice will be selected and recruited to the vacancy upon the results of an interview for evaluating eligibility conducted by a Board of Interview appointed by the Public Service Commission. The interview for evaluating eligibility will be held in conformity with the marking scheme (mentioned under No.06), approved by the Public Service Commission.

The effective date of the appointment will be decided by the Public Service Commission.

2. Required Qualifications :

- (i) Educational/ Professional Qualifications
Should have sworn in as an Attorney-at-Law in the Supreme Court
- (ii) Experience

Should have obtained a practical professional experience in not less than three (03) years subsequent to swearing in as an Attorney-at-Law in the Supreme Court. (Documents provided to prove practical professional experience should be furnished at the interview after having clearly stated the period of experience, date and official seal.)

or

Should have obtained experience relating to the following functions in not less than three (03) years in the field of Law* in a public institute subsequent to swearing in as an Attorney-at-Law in the Supreme Court.

(Should be proved by a certificate issued by the Secretary/Head of the Department/Institute)

Note: Copies of documents proving the basic qualification certified by the candidate himself should be attached to the application. **Applications not attached with certificates clearly mentioning the date of beginning and the date of ending the service period, may be rejected without notice.**

*A legal post is a post where the law degree or having been sworn in as an Attorney-at-Law in the Supreme Court, is a basic qualification for recruitment.

(iii) Physical Qualification

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

(iv) Other Qualifications :

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

3. Terms of engagement and conditions of service:

- (i) This post is permanent and pensionable. You are subject to a policy decision made by the Government in the future on the Pension Scheme entitled to you. You are required to contribute to the Widows'/ Widowers' and Orphans Pension Scheme. You are required to contribute therefor as prescribed by the Government from time to time.
- (ii) This appointment will be subject to a probationary period of 03 years. Officers should pass the first efficiency bar examination within 03 years from the date of recruitment as prescribed in the Scheme of Recruitment.

- (iii) You are required to acquire proficiency in the other prescribed language/ languages in terms of the provisions of Public Administration Circular No.18/2020 dated 16.10.2020.
- (iv) You will be subject to the Procedural Rules of the Public Service Commission, Establishments Code of the Democratic Socialist Republic of Sri Lanka, Financial Regulations of the Government and to the other regulations, circulars and instructions and amendments relating thereto issued from time to time.
- (v) The medium of language applied for will not be permitted to change later and, the medium of language qualified for the appointment, is the medium of language mentioned by you in the application.

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 carries the Monthly Salary Scale of Rs. 82,150-10x2,400-8x2,940-17x3,900-Rs.195,970 in terms of provisions of the Public Administration Circular No. 10/2025 dated 25.03.2025. (SL1-2025)

6. Interview for evaluating eligibility will be on the basis of the marking scheme below.

<i>Srl. No.</i>	<i>Subject</i>	<i>Marks</i>	<i>Maximum Marks</i>
01	Additional Educational Qualifications		25
	Note : Marks will be given only for the maximum qualification		
	(a) For Postgraduate Diploma in Laws obtained from a university recognized by the University Grants Commission	25	
	(b) For Postgraduate Diploma in Laws obtained from a university recognized by the University Grants Commission or a post law diploma obtained from the Institute of Advanced Legal Studies of the Sri Lanka Law College	20	
	(c) For following degrees obtained from a university recognized by the University Grants Commission,		
	• Law Degree with a first class	15	
	• Law Degree with a second class upper	10	
	• Law Degree with a class	07	
	• Law Degree with an ordinary pass	05	
	(d) First Class pass in the final year in Law College	10	
	Second Class pass in the final year in Law College	05	
	(Note: Above 05 marks will be given only if the final examination in Law College is passed with honors)		

Srl No.	Subject	Marks	Maximum Marks																		
02	<p>Additional Professional Experience : Preparation of documents related to cases and appearing in open court</p> <table> <tr> <td></td> <td><i>Filing of Cases (for a single case)</i></td> <td><i>Marks for appearing before the Court (for a single case)</i></td> </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>Tribunal</td> <td>2</td> <td>3</td> </tr> </table> <p>Note – To prove above qualifications, copies of relevant judgements or a certified copy of the case records of the final day of the case should be submitted to the interview board.</p>		<i>Filing of Cases (for a single case)</i>	<i>Marks for appearing before the Court (for a single case)</i>	Supreme Court	2	5	Court of Appeal	2	4	High Court	2	3	District Court	4	5	Tribunal	2	3		
	<i>Filing of Cases (for a single case)</i>	<i>Marks for appearing before the Court (for a single case)</i>																			
Supreme Court	2	5																			
Court of Appeal	2	4																			
High Court	2	3																			
District Court	4	5																			
Tribunal	2	3																			
03	<p>Literacy in Information Technology/Information Technology Law</p> <p>Note : Marks will be given only for the maximum qualification</p> <p>(a) Having studied Information Technology or Computer Science as a main subject for a degree in a university recognized by the University Grants Commission</p> <p>(b) For 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 other professional institute recognized by the Government</p> <p>(c) For a Diploma in Computer Science or Information Technology or a higher qualification obtained from a university recognized by the University Grants Commission or a NVQ 5 in Computer Science or Information Technology or a higher Diploma obtained from any other institute.</p> <p>(d) For certificates obtained by participating in training programmes having followed the courses in the Information and Technology field from a university recognized by the University Grants Commission or the Sri Lanka Law College or any other professional institute recognized by the Government. (02 marks each will be given per certificate for a maximum of two certificates.)</p>	<p>10</p> <p>08</p> <p>05</p> <p>04</p>	10																		

<i>Srl No.</i>	<i>Subject</i>	<i>Marks</i>	<i>Maximum Marks</i>
04	<p>Language Proficiency</p> <p>Note : Marks will be given only for the maximum qualification</p> <p>(a) For a Degree obtained including English Language as a main subject from a university recognized by the University Grants Commission</p> <p>(b) For fluency in the English Language shown at recognized Moot court competitions at international or national level</p> <p><u>Individual</u></p> <p>(i.) First Place/best talents – 12 (ii.) Second Place - 10 (iii.) Third Place/Other talents - 08</p> <p><u>Groups</u></p> <p>(i.) First Place/best skill - 10 (ii.) Second Place - 08 (iii.) Third Place/Other skills - 06</p> <p>(c) For a Diploma obtained for English Language from a university recognized by the University Grants Commission or SLQF 3 obtained for English Language from any other institute or a higher Diploma or a Diploma in English Language obtained by following a course of a minimum of 1500 study hours from a Government training institute/ an institute affiliated to a Government training institute</p> <p>(d) For a Distinction Pass for English Language at the General Certificate of Education (Advanced Level) examination or Edexcel or Cambridge Advanced Level examinations or a total of 6.5 marks for IELTS (with a minimum of 06 marks for every subject) or higher, TOEFL- IBT 79 or higher, TOEFL- CBT 213 or higher or TOEFL- PBT 550 or higher</p> <p>(e) For an advanced certificate obtained for English Language from a university recognized by the University Grants Commission or a SLFQ level 2 certificate obtained for English Language from any other institute</p>	<p>15</p> <p>12</p> <p>10</p> <p>08</p> <p>05</p>	<p>15</p>
05	<p>Merit shown in the interview :</p> <p>The candidate's</p> <ul style="list-style-type: none"> o Strength questions (02 marks), o Situational questions (03 marks) and o Competency questions (10 marks) <p>which are substantial for performing the role of the post</p> <p>Marks will be given according to answers given for questions intended for evaluation</p>		15
	Total Marks		100

7. Identity of the Candidate :

Only those who have completed the application in every respect will be invited for the interview for evaluating eligibility.

Originals of all certificates and copies of the certificates duly certified by the candidate himself should be furnished at the interview for evaluating eligibility.

The following identity cards are accepted to establish the identity of the candidate at the interview for evaluating eligibility.

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

8. Method of Application:

- (i) Applications should be sent by registered post to reach the Secretary, Ministry of Public Administration, Provincial Councils and Local Government, Provincial Councils & Local Government Division, No.330, Union Place, Colombo 02 on or before **03.11.2025**. Applications received after the closing date will be rejected.
- (ii) A Specimen of the application to be preferred is appended at the end of this notice. Applications should be prepared in A4 size papers indicating the items No. 01 to 05 on the first page and the items No. 06 to 08 on the second page and perfected in applicant's own handwriting.
- (iii) The top left corner of the envelop containing the applications should be marked as "Recruitment to the Post of Legal Officer – Grade III".
- (iv) The signature of the applicant should be attested by a Principal of a Government School/ Justice of Peace/ Commissioner for Oaths/ Attorney-at-Law/ Notary Public/ Commissioned Officer of

the Three-Armed Forces or an officer holding a Gazetted post in the Police Service or a permanent officer in the Public Service or Provincial Public Service drawing a consolidated monthly salary of Rs. 82,150/- or above.

- (v) Applicants who are already in the Public Service or Provincial Public Service should forward their applications through the respective Heads of Departments in which they are presently serving.
- (vi) The applications not in conformity with the prescribed specimen application will be rejected. No complaints will be entertained over loss or delay of applications.

9. Furnishing false information:

If any information furnished by you in the application is found to be false or erroneous before the recruitment, your candidature will be cancelled. In case any such false or erroneous information is detected after the recruitment, you will be dismissed from service subject to the procedure related thereto.

- 10. The Public Service Commission reserves the right to fill or not to fill the vacancies.
- 11. In the event of any inconsistency or discrepancy between the Sinhala, Tamil and English texts of this *Gazette* Notice, the Sinhala text shall prevail.
- 12. In the case of any matter not provided for in this notice or where a problematic situation arises in this process of recruitment, the decisions made by the Public Service Commission thereon will be final.

By order of the Public Service Commission,

S.ALOKABANDARA,
Secretary.

Ministry of Public Administration,
Provincial Councils and Local Government,
22nd September, 2025.