

**MINISTRY OF LANDS AND LAND
DEVELOPMENT**

Public Services Commission

**RECRUITMENT TO THE POST OF LEGAL OFFICER
(EXECUTIVE SERVICES -GRADE III) ON OPEN
BASIS -2020**

APPLICATIONS are invited from the citizens of Sri Lanka, who have fulfilled the qualifications in this notice to fill the vacancy in the post of Legal Officer (Executive Services - Grade III) in the Ministry of Lands and Land Development.

1. *Method of recruitment.*– The applicant who obtained maximum marks from a structured interview conducted by an interview panel appointed by the Public Services Commission out of applicants who have completed qualifications mentioned in this notice will be recruited for the vacancy. Structured interview will be held in conformity with the marking scheme (given under No. 6) approved by the Public Services Commission.

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

2. *Qualifications :*

(i) *Educational /Professional Qualifications :*

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

(ii) *Experience :*

Should have obtained an active professional experience not less than three (3) years subsequent to swearing in as an Attorney-at-Law in the Supreme Court. (The documents submitted in proof of the active professional experience shall clearly indicate the period of experience, date and official rank and should submit the same at the interview) ;

or

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

- (a) Legal matters on cases and coordination with the Attorney General's Department,
- (b) Legal matters relating to Agreements,
- (c) Legal matters relating to Rules, Regulations and Acts,
- (d) Formulation of legal documents such as drafts of Acts, Circulars and regulations,
- (e) Legal or court matters or inquiry proceedings conducted by various statutory institutions.

(These matters should be authenticated by a certificate and documents issued by the Secretary, Head of the Department).

(iii) *Physical qualifications.*– Every applicant should be physically and mentally fit to serve and to 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 character,
- Requisite qualifications for this post should have been completed in every aspect as at the closing date.

3. *Service occupying conditions and service conditions :*

- (i) This post is permanent and pensionable. You are subject to the policy decisions taken by the government in the future regarding your pension's scheme. You should contribute to the Widow's/Widower's and Orphans Pensions Scheme. You shall pay contributions to this fund as declared by the Government from time to time.
- ii. This appointment is subject to a probation period of three (3) years. Officers should pass the first efficiency bar examination within three years of the appointment to the post as per the Recruitment Procedure.
- iii. The Officers who are recruited to this post should obtain the proficiency in the official language other than the language in which such officer joined the service, within five years from entering the service, in terms of Public

Administration Circular No. 1/2014 dated 21.01.2014 and circulars incidental thereto and the Officers recruited not in the medium of an official language should obtain the proficiency in the relevant official language, during the probation period.

- (iv) This appointment is subject to the Procedural Rules of the Public Services Commission and provisions of Establishments Code of the Democratic Socialist Republic of Sri Lanka. Financial Regulations of the government and other departmental orders.

04. *Age limit.* – The applicants should not be less than 21 years and not more than 45 years of age by the closing date of calling application.

05. *Salary scale.* – Monthly salary scale entitled to this post: Rs. 47,615-10x1,335-8x1,630-17x2,170- Rs. 110,895. (monthly)(Salary scale SL 1 -2016 as per Public Administration Circular No. 03/2016 dated 25.02.2016. Your salary will be paid as per the provisions of Schedule II of that circular).

06. Marking scheme for the interview for Evaluating Eligibility is as follows:

Serial No.	Subject	Marks	Maximum marks
01	Additional Educational qualifications : Post Graduate Degree relevant to the field of Law obtained from a university recognized by the University Grants Commission.	25	25
	Post Graduate Diploma relevant to the field of Law or Post Attorney Diploma obtained from an institution recognized by the government (not less than one year)	20	
	Degree in Law obtained from a university recognized by the University Grants Commission		
	<ul style="list-style-type: none"> • First Class • Second Class (upper) • Second Class (Lower) • General Degree in Law 	15 10 07 05	
	First Class in the final year of Law College Second Class in the final year of Law College	10 05	
	Note: 05 marks should be awarded only if the final examination passed with honors (Marks will be given only for the maximum qualifications)		
02	Additional Professional Experience i. Additional Professional qualifications A Diploma in the field of Law offered by a recognized institute of the government (Academic period more than one year) (10 marks each for one diploma.)	10	35
	A Diploma in the field of Law offered by a recognized institute of the government (Academic period more than 6 months and less than one year) (05 marks each for one Diploma) A Certificate course in the field of Law offered by a recognized institute of the government (Academic period more than 03 months and less than 6 month) (03 marks each for one Diploma) (Except the certificates which were given marks under No. 01)	25	

Serial No.	Subject	Marks	Maximum marks
	ii. Additional Experience Experience required under 2(ii) of the Notice(Except the service period of 03 years required to fulfill basic qualification) Maximum 25 marks- five marks per one year each - More than 06 months and less than a year - 02 marks <ul style="list-style-type: none"> Additional experience should be confirmed by a certificate issued by an Attorney-at-Law or President's Counsel or a Judge with a service period not less than 15 years (This service period should be indicated in the certificate issued for the applicant). For the officers in public service or private sector, who have fulfilled above qualifications, the Heads of the Departments should mention that the candidate is serving in legal post, when confirming the additional experience of the candidate by a service certificate/ certificate. 		
03	Literacy in Information Technology For studying Information Technology as a main subject for a degree offered by a university recognized by the University Grants Commission For a diploma in information Technology, academic period not less than one year / 1500 hours in a government recognized institute For a certificate course in information Technology in a government recognized institute 06 months / 720 hours 03 months / 360 hours (Marks will be given only for the maximum qualification)	10 07 05 03	10
04	Language Proficiency Post graduate/degree/post LLB degree /LLB degree studied in English medium.(All relevant question papers should be answered in English medium) English Language Diploma from a university recognized by the University Grants Commission or an institution recognized by the government academic period of which is not less than one year / 1500 hours English Language Certificate course conducted by a university recognized by the University Grants Commission or an institution recognized by the government. 06 months / 720 hours 03 months / 360 hours (Marks will be given only for the maximum qualification)	15 10 07 05	15

Serial No.	Subject	Marks	Maximum marks
05	Marks to be given by interview Board for skills shown at the interview. i. General Knowledge and intelligence ii. Knowledge in current trends in the field of Law iii. Ability to express views clearly and personality	05 05 05	15
	Total Marks		100

Note. - In case the certificates provided at the interview do not indicate the duration of the course, it is the responsibility of the candidate to get the duration of the courses confirmed in writing, from the relevant institutions. The certificates which do not indicate the durations or not confirmed by a letter shall not be considered when giving marks.

07. *Identity of the Candidate.* – Only the applicants who have submitted fully completed applications in every aspect will be invited for the structured interview.

Original copies of all certificates and duly certified copies should be submitted at the interview Any of the following documents will be accepted to confirm the identity at the interview:

1. Valid National Identity Card issued by the Department of Registration of Persons;
2. Valid passport.

08. (i) Applications should be sent by registered post to reach the following address on or before 17.08.2020. Late applications will be rejected :

Secretary,
Ministry of Lands and Land Development,
No. 1200/6, “Mihikatha Medura”,
Rajamalwatta Avenue,
Battaramulla.

(ii) Specimen of the application is given at the end of this application. Applications should be prepared in A4 size papers using both sides indicating No. 1.1 to 3.1 in the first page, 3.2 to 4.7 in the second page and 5 to 8 in the third page and should be completed by applicant’s own handwriting.

(iii) “Recruitment for the post of Legal officer - Grade III” should be clearly mentioned in the top left corner of the envelope enclosing the application.

(iv) Applicant’s signature placed in the application should be attested by a principal of a government school / Justice of Peace/Commissioner of Oaths /Attorney at Law/ Notary public/A Commissioned Officer of the Army, Navy or Air Force or an officer holding a permanent post in public or provincial service, earning a monthly consolidated salary of Rs. 47,615/-

(v) Those who are in public service or provincial service at present should forward their applications through the heads of their respective Departments.

(vi) Applications not in conformity with the specimen herewith will be rejected. Any complaint regarding loss or delay of the application will not be accepted.

09. *Furnishing false information.* – Your candidature is liable to be cancelled if it is found before recruitment that any information furnished by you in your application is false or incorrect. It is found after the recruitment that you have furnished information that is false or incorrect you will be liable for dismissal from the Public Service subject to the relevant procedure.

10. Public Services Commission reserves the right to fill the vacancy or not.

11. If any inconstancy between Sinhala, Tamil and English text of this *Gazette* Notification occurs, the Sinhala copy will prevail.

By order of the Public Services Commission.

1200/6, "Mihikatha Medura",
Rajamalwatta Avenue,
Battaramulla,
17th July, 2020.

RECRUITMENT FOR THE POST OF LEGAL OFFICER (EXECUTIVE SERVICE CATEGORY - GRADE 111)

Ministry of Lands and Land Development

(For office use only)

Indicate the relevant number in the cage
Sinhala -2 / Tamil- 3 / English- 4

Note: The medium of application shall not be changed later.

- 1.0**

 - 1.1. Full name (Mr./Mrs./Miss) (in Sinhala / Tamil) :_____.
Eg. : GUNAWARDHANA, M.G.B.S.K
 - 1.2. Full name (in English block capitals) :_____.
 - 1.3. Name with initials (Mr./Mrs./Miss) (in Sinhala/ Tamil) :_____.
 - 1.4. Name with initials (in English block capital) :_____.

2.0

 - 2.1. Permanent address: (in Sinhala /Tamil) :_____.
 - 2.2. Permanent address (in English block capital) :_____.
 - 2.3. Telephone No. :_____.

3.0

 - 3.1. Sex: Male: 0 Female: 1 (Write the relevant number in the cage)
 - 3.2. Civil States : Married - 1 Unmarried-2 (Write the relevant number in the cage)
 - 3.3. Date of Birth : Year : Month: Date :
 - 3.4. Age as at 17.08.2020 : Years: Months : Days :
 - 3.5. National Identity Card No. :

4.0

 - 4.1. Particulars in respect of the qualifications to be qualified for the interview as per the notice.

<i>University/ Institute that offered the Degree/Diploma/ Certificate</i>	<i>Date on which the Degree/Diploma Certificate was offered</i>

Date on which the applicant took oaths as an Attorney-at-Law :_____.

4.2 Professional Experience as an Attorney-at-Law as per No. 06 of the Notice :_____.

4.3 Other Educational Qualifications :_____.

4.4 Additional Professional qualification :_____.

4.5 Additional experiences :_____.

4.6 Language Proficiency :_____.

4.7 Proficiency in Information Technology :_____.

5.0 Whether you have been convicted guilty at any time or for any offence in a court of law :

(Mark (✓) in the relevant cage) (If yes describe)

Yes	No
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6.0 Declaration of the Applicant :

I declare that the particulars furnished by me in this application are true and correct, and all sections have been completed correctly. I am also aware that if any particulars contained herein are found to be false or incorrect, I am liable to disqualification, if detected before selection and to dismissal, if detected after appointment and I agree to be bound by all the rules and regulations.

_____,
Signature of the applicant.

Date :_____.

7.0. Attestation of the Applicant's Signature :

I certify that, Mr./Mrs./Miss who signed here is personally known to me and placed his/her signature on at my presence.

_____,
Signature and official stamp of the person attesting.

Date :_____.

Full name :_____.

Designation:

Date:

(Place the official frank).

8.0. Recommendation of the Head of the Department: (Only for the applicants in Public Service)

I hereby inform that, Mr./Mrs./Miss is serving in this Institution and the particulars submitted by him/ her are correct, his/ her work and attendance are satisfactory and that he /she can be released if selected for this post.

_____,
Signature of the head of the Department/ Institution.

Name :_____.

Designation :_____.

Address :_____.

Date :_____.

(Place the official frank).