

PUBLIC SERVICE COMMISSION

Recruitment for the post of Legal Officer in the Executive Service Category at the Irrigation Department on the open basis - 2020

MINISTRY OF IRRIGATION

APPLICATIONS are called from Sri Lankan citizens who have fulfilled the below qualifications, to fill the vacancy (01) of the post of Legal Officer in the Irrigation Department of the Ministry of Irrigation.

01. *Method of Recruitment.*— From the applicants who have fulfilled the qualifications stated in the announcement, the applicant who obtained the highest mark based on the results of a structured interview conducted by a structured interview board appointed by the Public Service Commission shall be recruited to fill the vacancy. The structured interview shall be conducted in compliance with the marking scheme (under No. 06) approved by the Public Service Commission.

The effective date of the appointment shall be determined by the Public Service Commission

02. *Required Qualifications :*

- (i) *Educational/ Professional Qualifications.*— Having taken oaths as an Attorney-at-Law in the Supreme Court.
- (ii) *Experience.*— Having obtained an active professional experience not less than 3 years as an Attorney- at-Law after taking oaths as an Attorney at law in the Supreme Court. (The time period, the date of the experience was obtained and the official seal shall be clearly shown in the documents verifying the active professional experience and shall be presented at the interview.) or

Having obtained not less than 03 years of experience in following tasks in the field of Law at a government institution after taking oaths as an Attorney -at- Law

- (i) Coordination with the Legal Affairs and Attorney General's Department regarding the Cases
- (ii) Legal activities regarding Agreements.
- (iii) Legal activities regarding the related Acts and Ordinances.

- (iv) Execution of legal documents such as draft acts, circular regulations
- (v) Legal or judicial activities or inquiries carried out by other statutory institutions.
- (vi) To appear and assist for the inquiries that will be held by other institutions.
(These facts must be proved by a certificate issued by the Secretary, Head of the Department.)

(iii) *Physical Qualification :*

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

(iv) *Other Qualifications :*

- Shall be a citizen of Sri Lanka.
- Shall be of excellent character
- Required qualifications shall have been complicated in every aspect as at the closing date of qualifications.
- Shall have obtained at least a credit pass for the English Language at the G.C.E (O/L) Examination.

3. Conditions for engagement in service and service conditions :

- (i) This post is permanent. You are subjected to any policy decision taken in future by the Government in connection to the pension scheme entitled to you. Further you are required to make your contributions to the Widows/widowers and Orphans Pension Scheme. Contributions shall be made by you as ordered by the Government from time to time.
- (ii) This appointment will be subjected to a probationary period of the (03) years. The 1st efficiency bar examination shall be passed within 03 years of the appointment as prescribed in the Scheme of Recruitment.
- (iii) As per provisions in Public Administration Circular No. 01/2014, it is required to achieve the proficiency in the official language other than the language in which they joined to the service within 05 years of joining. And officers who joined the service through a medium which is not an official language shall achieve the official language proficiency within the probationary period.

iv. This appointment will subject to the Procedural Rules of Public Services Commission, Establishment Codes of the Democratic Socialist Republic of Sri Lanka, Financial Regulations of the Government and other Departmental Orders.

4. Age Limit.– Should be not 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.47,615-10x1335- 8x1630-17x2170-110,895/= (SL-1-2016), as per the on salaries. (Salaries shall be paid as per the Public Administration Circular No. 03/2016 dated 25.02.2016 in the manner stipulated in Schedule II of the same.)

06. The below mentioned marking scheme will be the basis for the Structured Interview :

	<i>Subject</i>		<i>Maximum Marks</i>
01.	<p>Additional Educational Qualifications: A Post Graduate Degree in the relevant field obtained from a University recognized by the University Grants Commission</p> <p>A post Graduate Diploma in the relevant field or a Post Graduate Diploma in Law (not less than one year) obtained from an institute recognized by the Government</p> <p>Degree in Law obtained from a university recognized by the University Grants Commission -First Class -Second Class (upper) -Second Class (lower)</p> <p>First Class in the final years of Law College Second Class in the final years of Law College</p>	<p>25</p> <p>20</p> <p>25</p> <p>15 10 05</p> <p>10 05</p>	
02	<p>Additional Professional Experience : i. Additional Professional Qualifications</p> <p>For a Diploma in the relevant field which is more than one year, offered by an institute recognized by the Government. (10 marks for one Diploma)</p> <p>For a Diploma in the relevant field which is more than 06 months and less than a year, offered by an institute recognized by the Government. (05 marks for each Diploma)</p> <p>For a Diploma in the relevant field which is more than 03 months and less than 06 months, offered by an institute recognized by the Government. (03 marks for each Diploma)</p> <p>(Certificates other than for which the marks were given under No. 01)</p>	<p>10</p>	<p>35</p>

	<i>Subject</i>		<i>Maximum Marks</i>
	<p>ii. Additional Experience Experience as an Attorney at- Law in Government or Private Sector (Maximum 25 marks as five marks for each year)</p> <p>(Not more than 06 months and less than year - 02 marks)</p> <p>(Except for the 03 years of service period served as an Attorney-at-Law to acquire the basic qualification)</p> <p>(Additional experience should be confirmed by a certificate obtained by an Attorney-at-Law with a service period not less than 20 years or President's Counselor or a Judge)</p> <p>(When the additional experience is confirmed by the Head of the institution for the government officers or the officers in the private sector who have completed the above qualifications, it shall be confirmed by a certificate stating that the candidate is serving in a post of legal framework</p>	25	
03	<p>Language Proficiency Post graduate Degree/ Degree /Post L.L.B Degree/L.L.B Degree studied in English medium. (All relevant examination question papers should be answered in English medium)</p> <p>For an English Language Diploma from a university recognized by the University Grants Commission or an institution recognized by the government (01 year or 1500hrs)</p> <p>English Language Certificate course from a university recognized by the University Grants Commission or an institution recognized by the government -06 months /720 hours -03 month/ 360 hours (Marks will be given only for the highest qualification)</p>	15 10 07 05	15
04	<p>Knowledge in Information Technology For having followed Information Technology as a main subject for a Degree from a university recognized by the University Grants Commission.</p> <p>For a Diploma in Information Technology not less than 01 year or 1500 hours from an Institute recognized by the Government.</p> <p>A Certificate course on information technology from a government recognized institute -06 months/ 720 hours -03/months/360 hours (Marks will be given only for the highest qualifications)</p>	10 07 05 03	10

	<i>Subject</i>		<i>Maximum Marks</i>
05	Competency at the Interview		
	i. General knowledge and intelligence	05	15
	ii. Knowledge in modern trends in legal system	05	
	iii. Ability to express ideas clearly and the personality	05	
	Total		100

7. Identity of the Candidates :

- Only those candidates who have completed the applications in all aspect will be called upon for the structured interview.
- Original certificates and duly certified copies of the certificates should be presented at the interview.
- To certify the identity of the candidates at the interview, following documents of identification will be accepted.
 - I. National Identity Card issued by the Commissioner of the Department of the Registration of Persons,
 - II. Valid Passport.

8. Method of Application :

- (i) Applications shall be sent by the registered post to reach the Director General of Irrigation; Irrigation Department, Baudhaloka Mawatha, Colombo 07 on or before 23.10.2020 Applications which receive after the closing date will be rejected.
- (ii) A specimen application form is shown here at the end of this notification. Applicants shall prepare their applications on A4 sized papers in such a manner that No. 1.0 to 3.0 appear on the first page, and the No. 4.0 to 6.0 appear on the page 02 and No. 7.0 to No. 08 appear on the page 03 and shall fill in correctly and legibly by candidate's own handwriting. (It would be useful to keep a photocopy of the application)
- (iii) "Application for the post of the Legal Officer" shall be mentioned at the top left corner of the envelope enclosing the application.
- (iv) The signature of the applicant should be attested by a Principal of a Government school/ Justice of Peace/ Commissioner of Oaths/ an Attorney at Law / Notary Public/Commissioned Officer of three armed forces or an officer holding a permanent post in public service drawing consolidated monthly salary of Rs .47,615/= or above.
- (v) Officers who are already in the Public Service or Provincial Public Service, should forward their applications through the respective Heads of the Departments in which they are serving.
- (vi) The applications which are not in conformity with the prescribed specimen application will be rejected. No complaints will be admitted on loss or delay of the applications.

9. Furnishing false information.– If any of the particulars furnished by you are found to be false or erroneous before the recruitment, your candidature will be cancelled. In case of such falsehood or error is detected after the recruitment, action will be taken to discontinue your service, subject to relevant disciplinary action.

10. The right to fill or not to fill the vacancies is vested with the Public Service Commission.

11. In case of any problematic issue arises regarding the recruitment procedure or the contents of the notice, the decision taken by the Public Service Commission will be final.

12. In case of any inconsistency among the texts of this *Gazette* notification published in Sinhala, Tamil and English language, the text published in Sinhala language shall prevail.

On the order of the Public Service Commission,

Secretary,
Ministry of Irrigation.

On 09th of September, 2020.

SPECIMEN APPLICATION

RECRUITMENT FOR THE POST OF LEGAL OFFICER IN THE EXECUTIVE SERVICE CATEGORY AT THE
IRRIGATION DEPARTMENT OF THE MINISTRY OF IRRIGATION ON THE OPEN BASIS - 2020

Language in which the interview is faced.	
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(For Office Use only)

(Write the relevant Number in the Box-Sinhala-1/Tamil-2/English-3)

Note:- The language medium applying for cannot be changed.

- 1.0 1.1 Full Name (Mr./Mrs/Ms.) : _____.
(In Sinhala/Tamil)
- 1.2 Full Name : _____.
(In English block letters)
- 1.3 Name with Initials (Mr./Mrs./Ms.) : _____.
(In Sinhala/Tamil)
- 1.4 Name with Initials : _____.
(In English Block letters)
E.g. : GUNAWARDHANA, M.G..B.S.K
- 2.0 2.1 Permanent Address : _____.
(In Sinhala/Tamil)
- 2.2 Permanent Address : _____.
(In English Block letters)
- 3.0 3.1 Gender : Male - 0
Female - 1
- 3.2 Marital Status : Married - 1
Unmarried - 2
- 3.3 Date of Birth : Year : Month : Date :
- 3.4 Age as at 23.10.2020 : Years : Months : Days :
- 3.5 National Identity Card No. :
- 4.0 4.1 Particulars on the qualifications achieved as per the notification of calling applications :
Institution from which the qualifications were achieved Date of the achievement
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.....

Date on which the oaths taken as an Attorney-at-Law in the Supreme Court:

- 4.2 Particulars on each qualification achieved under the No. 06 of the notification of calling applications
- 4.3 Additional Educational Qualifications : _____.
- 4.4 Additional Professional Qualifications : _____.
- 4.5 Additional Experience : _____.
- 4.6 Language Proficiency : _____.
- 4.7 Knowledge in Information Technology : _____.

5.0 Have you ever been convicted by a Court of Law for an offence?
(Indicate in the relevant box) (Explain if yes.)

No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
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6.0 Declaration of the Applicant :

I do hereby declare that the particulars furnished by me in this application are true and correct, that I am liable to be disqualified for this post if any particulars contained herein are found to be false or incorrect before the appointment and to be dismissed if such detection is made after appointment and I am subjected to all the rules and regulations.

Date : _____.

_____,
Signature of the Applicant.

7.0 Attestation of the Signature of the Candidate:

I do certify that the undersigned Rev./Mr./Mrs./Miss is personally known to me and he/she placed his/her signature before me on

Date : _____.

_____,
Signature of the Attester.

Full Name : _____.

Designation : _____.

Date : _____.

(Substantiate with the official seal)

8.0 Certification of the Head of the Department.

I hereby certify that Mr/Mrs/Miss..... who has furnished above particulars is working in this Institution, that the particulars furnished by him/her is correct, that his/her work and attendance are satisfactory, that no complaints are against a him/her and can be released from the service at this Institution once he/she is selected for this post.

_____,
Signature of the Departmental/Institutional Head.

Name : _____.

Designation : _____.

Address : _____.

Date : _____.

(Place the official seal)