

**HEALTH SERVICE COMMITTEE OF PUBLIC  
SERVICE COMMISSION**

**Recruitment to the Post of Chief Legal Officer  
belonging to Executive Service Category of  
Ministry of Health - 2020**

APPLICATIONS are called from only qualified Legal Officers in Grade I of Executive Service Category in Public Service /Provincial Public Service by the order of Health Service Committee of Public Service Commission for the selection of eligible persons to fill the vacancy existing in the post of Chief Legal Officer of Executive Service Category of Ministry of Health. Applications prepared in compliance with the specimen form of application appended to this notification should be sent by registered post to reach the Director (Admin) 07, Ministry of Health, No. 385, Rev. Baddegama Wimalawansa Thero Mawatha, Colombo 10 on or before the below mentioned date. The words “Recruitment to the post of Chief Legal Officer of Executive Service Category of Ministry of Health - 2020” should be clearly mentioned on the top left corner of the envelope.

(a) Closing date of applications is 25.01.2021.

**Note.**– Complaints made about loss or delay of applications or any other connected letter in the post will not be considered. Any liability resulting from delaying applications until the closing date of applications should be borne by the candidates themselves.

01. *Method of Recruitment.*– From the applicants who possess the qualifications prescribed in the notification, the candidate who secures the highest marks on the results of an interview conducted to check the eligibility by an interview board appointed by the Health Service Committee of Public Service Commission, will be recruited to fill the vacancy. The interview to check the eligibility will be conducted in accordance with the marking scheme (mentioned under No. 06) approved by the Health Service Committee of Public Service Commission. Appointment to this post is made from the Legal Officers in Grade I considering the experience and merit. Where qualified officers are not available in the Ministry of Health for the post of Chief Legal Officer, recruitment will be done from the Legal Officers in Grade I of Executive Service Category in the Public Service / Provincial Public Service considering the experience and merit.

02. *Terms of Engagement :*

- (i) This post is permanent and pensionable. You should contribute to the Widows’ and Orphans’ Pension Scheme / Widowers’ and Orphans’ Pension Scheme as prescribed by the Government from time to time.
- (ii) Officers appointed to this post are subject to an acting period of one year.
- (iii) This appointment shall 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 other departmental orders.

3. *Qualifications :*

3.1 *Professional Qualifications :*

Should be a Legal Officer in Grade I belongs to the Executive Service Category in the Public Service / Provincial Public Service.

3.2 *Physical Fitness :*

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

3.3 *Other Qualifications :*

- Should be a citizen of Sri Lanka
- Should be excellent in character
- Should have been confirmed in the service
- Should have satisfied all required qualifications as at the closing date of applications
- Should be proficient in English Language.

04. *Age Limit.*– Not applicable.

05. *Salary Scale.*– In terms of the Schedule I of the Public Administration Circular No. 03/2016 dated 25.02.2016, this post is entitled to the monthly salary scale of Rs.76,175-16x2,170- Rs. 110,895/-(SL-1 -2016) (In Grade 1). You will be paid salaries according to the provisions of the above circular and Schedule II of the same.

**06. The interview conducted for checking the eligibility will be based on the following marking scheme :**

<i>Key areas for which marks are given</i>		<i>Maximum marks</i>	<i>Minimum marks required for selection</i>
01. Experience 5 marks for one year, 2.5 marks for 06 months and 1.25 marks for 03 months will be given for service period in Grade I }		50	The candidate who secures the highest marks on the performance at the interview conducted for checking the eligibility, will be recruited
02. Merit			
i. Educational Qualification (Highest)			
- A degree in Law obtained from a recognized university	12 }	30	
- Maximum for PhD	10 }		
- Maximum for Post- Graduate Degree	08 }		
- Maximum for Post- Graduate Diploma			
ii. Legal Capacity			
- Solve a legal problem given at the time of interview	07 }	10	
- Knowledge on modern trends in the field of Law	03 }		
iii. Performance at the interview			
- General knowledge and intelligence	05 }	10	
- Ability to explain ideas clearly and personality	05 }		

07. *Identity of Candidates.*– Only the candidates who have submitted applications which are complete in all respects will be called for the interview conducted to check the eligibility.

Originals and duly certified copies of all certificates should submitted at the interview.

Any of the following should be submitted to prove the identity of the candidate at the interview.

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

08. *Method of application :*

- (i) Specimen form of the application is appended to this notification. Application should be prepared on A4 size paper in such a way that No. 01 to 05 appear on the 1<sup>st</sup> page, No. 06 to 08 appear on the second page and the rest on the other pages. The applicant should fill the application in his/her own handwriting.
- (ii) Candidate's signature in the application form should be attested by a Principal of a Government School/ Justice of the Peace/ Commissioner for Oaths / Attorney - at - Law / Notary Public / Commissioned Officer in tri forces or an officer in the Public Service whose monthly consolidated salary is Rs.47, 615/-.
- (iii) Applicants who are already in the Public Service or Provincial Public Service should send their applications through the respective Head of the Department.
- (iv) Applications not complying with the specimen form of application appended to this notification will be rejected. No complaint about loss or delay of applications in the post will be considered.

09. *Furnishing false information.*– If any information furnished in the application is found to be false or incorrect before recruitment, your candidature will be cancelled. If so found after recruitment, you are liable to be dismissed from service subject to relevant action.

10. In the event of any inconsistency between the Sinhala, Tamil and English texts of this notification, the Sinhala notification shall prevail.

11. The decision of the Appointing Authority will be final in respect of filling the vacancy.

By the order of Health Service Committee of Public Service Committee

Dr. S. H. MUNASINGHE,  
Secretary,  
Ministry of Health.

"Suwasiripaya"  
No. 385, Rev. Baddegama Wimalawansa Thero Mawatha,  
Colombo 10,  
15th December, 2020.

### SPECIMEN FORM OF APPLICATION

RECRUITMENT TO THE POST OF CHIEF LEGAL OFFICER BELONGING TO THE EXECUTIVE SERVICE CATEGORY OF THE MINISTRY OF  
HEALTH - 2020

District of Residence :

01. 1.1 Name with initials: Mr/Mrs/Miss : .....  
(In English Block Capitals) Ex Mr/Mrs/Miss . SILVA A.A.B.
- 1.2 Name in full : .....  
(In English Block Capitals)
- 1.3 Name in full : .....  
(In Sinhala/Tamil)
02. 2.1 Address (Private) : .....  
(In English Block Capitals)
- 2.2 Address (Private) : .....  
(In Sinhala/Tamil)
- 2.3 Address (Official) : .....  
(In English Block Capitals)
- 2.4 Address (Official) : .....  
(In Sinhala/Tamil)  
(Officer in the Public Service / Provincial Public Service /should mention their official address. Any change of the address should be informed immediately.)
- 2.5 Telephone Number (Personal) .....
- 2.6 Telephone Number (Official)
- 2.7 E- mail Address .....
03. 3.1 Date of birth : Year :  Month :  Date :
- 3.2 Age as at the closing date of applications : Years : ....., Month : ....., Days : .....
04. National Identity Card No. : .....
05. Gender (Male/Female) : .....

06. Qualifications:- Date of appointment to the post of Legal Officer in Grade I of the Executive Service Category :

6.1 Experience :

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6.2. Relevant Educational Qualification / Qualifications :

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07. Certification of the Applicant:-

I hereby declare that the particulars furnished by me in this application are true and correct. I am also aware that if any of the particulars in this application is found to be false or incorrect before selection my application will be rejected and I am liable to be dismissed from service without any compensation if any such information is found to be false or incorrect after selection.

.....,  
Signature of the Applicant.

Date :.....

08. Attestation of the Signature of the Applicant:-

I certify that the applicant Mr/Mrs/Miss ..... is known to me personally and he/she placed his/her signature in my presence on .....

.....,  
Signature of the Attestor.  
(Place rubber stamp)

Full name :.....

Designation :.....

Address :.....

09. Certification of the Head of the Department /Institution (Only for the applicants in the Public Service/Provincial Public Service) :

I certify that the applicant Mr./Mrs./Miss ..... is serving in this Department /Provincial Council/Institute from ..... and holds a permanent and pensionable/ temporary post and he /she has earned all increments during the past ..... years and has not been subject to a disciplinary punishment of any kind (except warning) and all the particulars given above were checked referring to the records at this office and found correct. Further, I hereby state that he/she will / will not be released from service if selected, and that he/she placed the signature in my presence on.....

.....,  
Signature of the Head of the Department /Institute.

Name :.....

Designation :.....

Date :.....

Department/ Institute :.....

(Place rubber stamp)