Democratic Socialist Republic of Sri Lanka
Public Service Commission
Department for Registration of Persons

Recruitment for the Post of Legal Officer for the Department for Registration of Persons (Grade III of Executive Officer Category) on Open Basis - 2020

Applications are invited from Sri Lankan citizens who have fulfilled the qualifications mentioned in this notification to fill the vacancy in the post of Legal Officer Grade III in the Executive Service Category of the Department for Registration of Persons under the Ministry of Technology.

1. Method of Recruitment

Candidate, out of those who have satisfied the qualifications mentioned in the notification, who obtains the highest marks on the basis of the results of an interview to evaluate eligibility conducted by a Board of Interview for Eligibility Evaluation, appointed by the Public Service Commission will be recruited to fill the vacancy. The interview to evaluate eligibility will be conducted in accordance with the marking scheme approved by the Public Service Commission (mentioned under No. 06).

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

2. Required Qualifications :

(i) Educational/ Professional Qualifications:
Having been sworn in as an Attorney at Law in the Supreme Court.

(ii) Experience
Should have at least three (03) years of active professional experience as an Attorney at Law after being sworn in as an Attorney at Law in the Supreme Court. (Documents submitted to substantiate active professional experience should clearly state the time and date of experience obtained and seal and should be produced at the interview.)

or

Should have at least three (03) years of experience in the field of law in following matters at a public institution after being sworn in as an Attorney at Law of the Supreme Court.

a) Shall have coordinated with the Attorney General's Department regarding legal matters.
b) Legal matters related to contracts.
c) Legal matters related to relevant ordinances.
d) Compilation of legal documents such as draft acts, circulars and regulations.
e) Legal or judicial proceedings or investigations conducted by various statutory bodies.
(These should be confirmed by a certificate and documents issued by the Secretary, Head of Department)

(iii) Physical Fitness:
Every candidate should be physically and mentally fit to work in any part of Sri Lanka and perform the duties of the post.

(iv) Other Qualifications
- Shall be a citizen of Sri Lanka
- Applicant should be of an excellent character
- Shall have completed all the qualifications required for recruitment to the post in each and every aspect as at the closing date of applications.

3. Conditions of Engaging in Service and Service Conditions

(i) The post is permanent and pensionable You shall be subjected to the policy decisions taken by the government in due course regarding the pension scheme you are entitled to. You shall contribute to the Widows' and Orphans' Pension Scheme / Widowers' and Orphans' Pension Scheme. Contributions shall be made as required by the government from time to time.

(ii) This appointment is subject to a probationary period of 03 years. The first efficiency bar examination shall be passed by the candidate as mentioned in the recruitment procedure within 03 years of being recruited.

(iii) Proficiency in other prescribed official language / official languages is required as per the provisions of Public Administration Circular 18/2020 dated 16.10.2020.

(iv) This appointment is subjected to the Procedural Rules of the Public Service Commission, the Establishments Code of the Democratic Socialist Republic of Sri Lanka, Government Financial Regulations and other departmental directives.

(v) The language medium in which you apply shall not be allowed to change later, and the language medium you are eligible for appointment shall be the language medium you specify in the application.

4. Age Limit

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

5. Salary Scale

The monthly salary scale applicable to this post as per Schedule I of the Public Administration Circular No. 03/2016 dated 25.02.2016 is Rs. 47615-10×1335-8×1630-17×2170-110895/- (SL-1-2016)

6. The following marking scheme shall be used for the Interview to Evaluate Eligibility

S/No	Subject	Points	Max Marks
01	Additional Educational Qualifications:		25
	a) Master of Law obtained by a University recognized by the University Grants Commission	25	
	b) Post Graduate Diploma in Law from a University recognized by the University Grants Commission or a Post Graduate Diploma in Law from the Institute of Higher Education, Sri Lanka Law College	20	
	c)		
	• Bachelor of Law (LL.B) with first class honors	15	
	• Bachelor of Law(LL.B) with second class upper division	10	
	• Bachelor of Law LL.B) with a class	07	
	• Bachelor of Law (LL.B) -general	05	
	obtained from a University recognized by the University Grants Commission		
	d) First Class in the final year of law college	10	
	Second Class in the final year of law college	05	
	Note I : Above 05 marks shall be allocated only if the candidate has passed the final examination of the Law College with honors		
	Note II : Marks shall be allocated only for the highest qualification.		
02	Additional Professional Qualifications		35
	Additional experience of a nature referred to in Application Notice 2. (ii)		
	(Excluding 03 years' experience required to obtain the basic qualification)		
	- Maximum of 07 marks per year: 35 marks		
	- Over a period of 06 months and less than one year: 03 marks		
	• Completed service period of not less than 15 years (This period of service should be mentioned in the certificate issued on behalf of the applicant). Additional experience should be attested by a certificate obtained from an Attorney at Law or a judicial officer.		
	• Relevant Head of Department/ Institution should certify by a certificate that the officer in Government or Private Sector has satisfied the above qualifications during a period in which he/she was serving in a post relevant to the field of law.		
03	Knowledge on Information Technology		10
	(a) Shall have followed Information Technology or Computer Science as a major subject for a degree in a University recognized by the University Grants Commission and	10	
	(b) Diploma in Information and Communication Technology Law obtained from a University recognized by the University Grants Commission or from the Law College of Sri Lanka or any other government recognized professional body.	08	
	(c) Diploma in Computer Science or Information Technology from a University recognized by the University Grants Commission or NVQ 5 or above Diploma in Computer Science or Information Technology from any other institution.	05	
	(d) Certificates obtained by attending courses / training programs in the field of Information and Communication Technology Law at a University recognized by the University Grants Commission or at the Law College of Sri Lanka or any other government recognized training / professional institution.	04	
	(Two marks shall be allocated for each certificate up to maximum of two certificates)		
	Note : Marks shall be allocated only for the highest qualification.		
04	Language Skill		15
	a) Degree from a University recognized by the University Grants Commission with English as a major subject.	15	
	(b) Should have followed a Post Graduate Degree in Law in English medium from a University recognized by the University Grants Commission or a Post Graduate Diploma in Law from the Law College of Sri Lanka in English medium.	12	
	(c) Diploma in English from a University recognized by the University Grants Commission or NVQ 5 or above Diploma in English from another Institution.	10	
	(d) Shall have passed the GCE (Advanced Level) Examination (Local or London) with a minimum of a Distinction in English or IELTS (Academic) Overall 6.5 or higher, TOEFL-IBT 79 or higher, TOEFL-CBT 213 Or higher or TOEFL-PBT 550 or higher	08	
	(e) Advanced Certificate in English from a University recognized by the University Grants Commission or NVQ Level 4 Certificate in English from another Institution	05	
	Note : Marks shall be allocated only for the highest qualification.		
05	Skills proven at the Interview		15
	i. General Knowledge and Intelligence	05	
	ii. Knowledge of modern trends in the field of law	05	
	ii.Ability to express opinions clearly and personality	05	
	Total		100

Note - If the relevant periods are not mentioned in the certificates submitted at the eligibility evaluation interview, it is the responsibility of the applicant to obtain the relevant periods confirmed in writing by the relevant periods for such certificates. Certificates without a confirmed period of time shall not be considered to allocate marks.

07. Identity of the Candidates

Only the candidates who have submitted perfected applications in every aspect shall be called for the Interview to Evaluate Eligibility.

Originals and properly certified copies of the certificates should be submitted at the Interview

Following documents should be submitted by the candidates to prove their identity at the Interview.

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

08. Method of Submitting the Application

(i) Applications should be submitted by registered post on or before **13.01.2021** to the "**Commissioner General, Department for Registration of Persons, Suhurupaya, Sri Subhuthipura Road, Battaramulla**". Applications received after the said date shall be rejected.

(ii) A specimen form of application to be submitted will appear at the end of this notice. Applications should be prepared by the applicants in their own handwriting on a paper of A4 size in such a manner that Para nos. 01 to 05 appear on the first page, No 06 to 09 on the second page and No 10 to 12 on the third page.

(iii) The words **"Recruitment to the Post of Legal Officer- Grade III"** should be clearly marked on the top left corner of the envelope in which the application is sent.

(iv) The applicant should get his/her signature attested by a Government School Principal/ Jusitce of Peace/ Commissioner of Oaths/ Attorney a Law/ Notary public, a commissioned officer in three armed forces, a staff officer in the public or provincial public service or an officer who holds a permanent post in Public or Provincial Public Service with a monthly salary of Rs.47,615 or above.

(v) Officers who are serving at Public or Provincial Public Service should submit their applications through their respective Heads of the Department.

(vi) Applications which are not in line with the specimen application shall be rejected. No complaint on lost and delayed applications shall be entertained.

09. Furnishing False Information

If any information provided by you in the application is revealed as false or inaccurate, your candidature shall be canceled. If such information is revealed as false after recruitment, actions shall be taken to dismiss him/her from service subject to relevant action.

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

11. Further, in the event of any inconsistency between the Sinhala, Tamil and English text of this notification, the Sinhala text shall prevail.

12. The decision of the Public Service Commission on any matter not mentioned in this notice or in case of any other issue in the recruitment process, shall be the final.

On the order of the Public Service Commission,

Secretary,
Ministry of Technology
13th December 2020

Specimen Application

Recruitment for the Post of Legal Officer for the
Department for Registration of Persons under the Ministry of Technology on Open Basis - 2020

Language medium of examination [ ] (Only For Office Use)

(Write relevant number in the cage) Sinhala - 2/ Tamil - 3/ English - 4

Note :- Language medium is not allowed to change later.

(01)
1.1 Full Name (Mr/Mrs/Miss) : .....
(In Sinhala/ Tamil)
1.2 Full Name : .....
(In English Block Capitals)
1.3 Name with initials at the end : .....
(In English Block Capitals)
Eg : GUNAWARDHANA. M.G.B.S.K.
1.4 Name with Initials : .....
(In Sinhala/ Tamil)

(02) Full Name :
2.1 Permanent Address : .....
(In English Block Capitals)
2.2 Permanent Address : .....
(In Sinhala/ Tamil)
2.3 Address to which the admission card should be sent : .....
(In English Block Capitals)
2.4 Telephone No : .....

(03) Sex : Female - 1 (Write in the relevant cage) [ ]
Male - 0

(04) Marital Status : Married - 1 (Write in the relevant cage) [ ]
Single - 2

(05)
5.1 Date of Birth : Year [ ][ ][ ][ ] Month [ ][ ] Date [ ][ ]
5.2 Age as at the Closing Date of Application : Year [ ][ ] Month [ ][ ] Date [ ][ ]
5.3 National Identity Card No : [ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ]

(06) Particulars of the qualifications obtained as per the notification of calling for applications

Qualification	Institution	Effective Date
.....	.....	.....
.....	.....	.....

(07) Date of swearing in as an Attorney at Law in the Supreme Court : .....

(08) Particulars related to obtaining each qualification under No. 06 of the notification for calling applications

	Qualification	Institution	Effective Date/ Duration
1. Additional Educational Qualifications			
I	.....	.....	.....
II	.....	.....	.....
2. Additional Professional Qualifications			
I	.....	.....	.....
II	.....	.....	.....
3. Additional Experience			
I	.....	.....	.....
II	.....	.....	.....
4. English Language proficiency			
I	.....	.....	.....
II	.....	.....	.....
5. Knowledge on Information Technology			
I	.....	.....	.....
II	.....	.....	.....

(09) Have you ever been convicted of any offense in a court of Law ? .....
(If yes, give the details below)
.....

(10) Attestation of Applicant's :
I solemnly declare that particulars furnished by me in this application are true and accurate to the best of my knowledge. I am aware that if any particulars contained herein are found to be false I am liable to disqualification before appointment and to dismissal from service if the inaccuracy is detected after appointment. I hereby agree to abide by all the conditions and rules.

....
Date Signature of the applicant

(11) Attestation of Applicant's Signature :
I hereby certify that Mr./Mrs./Miss. ..... who submits this application is known to me personally and that he/she placed his/her signature today in my presence.

.....
Signature and the Official Frank of the Attester
Name :
Designation :
Date :

(12) Recommendation of the Head of the Department :
I hereby certify that Mr/Mrs/ Miss ..... mentioned above is serving at this institution and that the particulars provided by him/her is true and correct and his/her work and conduct is satisfactory. Further I certify that and he/she has not been subjected any kind of charge and he/she can be released from the service of this institution upon appointment for this post.

.....
Signature of the Head of the Department/ Institution
Name :
Designation :
Address :
Date :
(Place the Official Frank)