Posts – Vacant

PUBLIC SERVICE COMMISSION

Recruitment for the Post of Legal Officer (Executive Category- Grade III) of the Department of Probation and Child Care Services - Open Basis

APPLICATIONS are invited from Sri Lankan citizens who have fulfilled the requisite qualifications to fill the vacancy (01) of Legal Officer Executive Category Grade III in the Department of Probation and Child Care Services, under the purview of the State Ministry of Women and Child Development, Pre-school and Primary Education, School Infrastructure and Education Services.

1. *Method of Recruitment:-* Out of the applicants who have fulfilled the qualifications specified in the notification, applicant scoring the highest marks from the Structured Interview conducted by an interview board appointed by the Public Service Commission will be recruited to fill the existing vacancy. The Structured Interview will be conducted in conformity with the marking scheme (given under No. 06) approved by Public Service Commission.

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

2. *Required Qualifications* :

(i) *Educational /Professional Qualifications* :
Should have taken oaths as an Attorney-at-Law in the Supreme Court

(ii) *Professional Qualifications* :

Should have an active professional experience of not less than three (03) years as an Attorney-at-Law subsequent to taking oaths as an Attorney-at-Law in the Supreme Court (documents submitted at the interview in proof of the active professional experience should clearly carry the period during which the experience was gained, date and the official seal)

Or

Should have gained not less than three years (03) experience in the field of Law in relation to following functions in a public institution subsequent to taking oaths as an Attorney-at-Law in the Supreme Court.

(*a*) Legal matters on court cases and coordination with the Attorney General's Department.

(*b*) Legal matters related to Agreements

(*c*) Legal matters of acts and ordinances

(*d*) Formulation of legal documents such as bills, circulars and regulations

(*e*) Legal or judiciary matters or investigations conducted by various statutory bodies

(These facts should be confirmed by a certificate issued by the Secretary, Head of the Department together with documentary evidences)

(iii) *Physical Fitness* : Every candidate should be in good physical and mental order to serve in any part of the island and to discharge the duties of the post.

(iv) *Other* :
- Should be a citizen of Sri Lanka
- Applicants must have an excellent character
- Should have fulfilled the required qualifications in every aspect as at the closing date of application.

3. *Conditions of Engagement and Service Conditions* :

(i) This post is permanent and pensionable. You are subjected to any policy decision taken in future by the Government in connection to the pension scheme entitled to you. You are required to make contributions to the Widows'/Widowers' and Orphans' Pension Scheme. Further, you are required to make above contributions as directed time to time by the government.

(ii) This appointment will be subjected to a probation period of three (03) years and you will be required to pass the First Efficiency Bar Examination specified in the Scheme of Recruitment within three (03) years of appointment.

(iii) Candidates should acquire the relevant proficiency in other official language in addition to the language he/she joined the service within five years from the date of appointment to the post as per the Public Administration Circular 01/2004 dated 21.01.2014 and circulars incidental thereto.

Officers who joined the service in a medium other than an official language should acquire proficiency in the prescribed official language within the probation period.

(iv) This appointment will be subjected to 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 regulations.

4. *Age Limit*: Applicants should not be less than 21 years of age 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-Rs. 110,895/-. (Salary code in the Public Administration circular No. 03/2016 issued on 25.02.2016 is SL 1-2016 and payments shall be made to you as mentioned in schedule II.)

6. Following will be the marking scheme for evaluating the eligibility at the interview :

Serial No.	*Subject*	*Marks*	*Maximum marks*
01	Additional Educational Qualifications		**25**
	Post Graduate Degree relevant to the field of Law obtained from a university recognized by the University Grants Commission	25	
	Post Graduate Diploma relevant to the field of Law or a Post Graduate Diploma in Law 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		
	• First class	15	
	• Second class (upper)	10	
	• Second class (lower)	07	
	• General Degree in Law	05	
	First class in the final year of Law College	10	
	Second class in the final year of Law College	05	
	Note: 05 marks should be given only if the applicant has passed with honours in the final examination.		
	(Marks will be given only for the highest qualification)		
02	Additional Professional Experience		35
	i. Additional professional qualifications	**10**	
	A Diploma in the field of Law offered by an institution recognized by the government.- Duration over one year (10 marks for one diploma)		
	A Diploma in the field of Law offered by an institution recognized by the government - Duration less than one year and more than 06 months		
	(5 marks for one diploma)		
	A Certificate Course in the field of Law offered by an institution recognized by the government - Duration less than 06 months and more than 03 months		
	(03 marks for one Certificate Course)		
	(Except the certificates which were given marks under No. 01)		
	ii. Additional Experience	**25**	
	Additional to the experience required under section 2(ii) of this notification (in addition to the 03 year service period required as a basic qualification),		
	-5 marks per year up to a maximum of 25 marks -for a period of more than 06 months and less than 1 year: 02 marks		
	• Additional experience should be confirmed by a certificate obtained from an Attorney-at-Law or President's Counsel or a Judge with a service period of not less than 15 years(this period of service should be indicated in the certificate issued for the applicant)		
	• For public service or private sector officers who have fulfilled above qualifications, the Heads of the institution should confirm that the candidate is serving in a legal post by a service certificate/ certificate.		
04	Knowledge in Information Technology		10
	For studying Information Technology as a main subject for a degree offered by a university recognized by the University Grants Commission	**10**	
	For a Diploma in Information Technology obtained from an institution recognized by the government with a duration of not less than 1 year or not less than 1500 hours.	**07**	
	For a Certificate Course in Information Technology obtained from an institution recognized by the government		
	- 06 months/ 720 hours	05	
	- 03 months/ 360 hours		
	(marks will be given only for the highest qualification)	03	
05	Language Proficiency		15
	A Post Graduate Degree/ Degree/ Post Graduate Degree in Law/ Degree in Law, studied in English medium (Should have answered all the question papers in English medium)	15	
	For a Diploma in English Language of not less than 01 year/1500 hour duration obtained from a university recognized by the University Grants Commission or an institution recognized by the government	10	
	For a Certificate Course in English Language from a university recognized by the University Grants Commission or an institution recognized by the government		
	- 06 months/ 720 hours	07	
	- 03 months/ 360 hours	05	
	(marks will be given only for the maximum qualification)		

Serial No.	*Subject*	*Marks*	*Maximum marks*
06	Merit proved at the Structured Interview		15
	i. General knowledge & IQ	05	
	ii. Knowledge in modern trends in the field of law	05	
	iii. Ability of expressing ideas clearly and the personality	05	
	Grand Total		100

Note : If the certificates to be submitted at the interview do not carry the time durations, the applicant is responsible for getting them confirmed in writing from the relevant institution before submitting at the interview. Certificates which do not carry the time durations will not be considered for allocating marks at the interview.

7. *Identity of Candidates*.– Only the candidates who have submitted applications completed in each and every aspect will be called for the structured interview.

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

Following documents will be accepted in proving the identity of the candidate at the interview :

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

(ii) Valid passport.

8. *Method of application* :

(i) Applications should be sent by registered post to reach the under mentioned address on or before 30th November, 2020 Applications received after the said date will be rejected.

Commissioner
Department of Probation and Child Care Services
Wing B, 3rd Floor
Sethsiripaya Stage II
Battaramulla

(ii) Specimen of the application is provided at the end of this notification. Applicants should prepare their applications in A4 size paper indicating No. 01 to No. 03 in the first page and No. 04 to No. 05 in second page and should be completed in applicant's own handwriting.

(iii) Mark "Recruitment for the Post of Legal Officer Grade III of the Department of Probation and Child Care Services" in the top left hand corner of the envelop.

(iv) Applicant's signature in the application should be confirmed by a Principal of a government school/ Justice of Peace/ Commissioner of Oaths/ Attorney-at-Law/ Notary Public/ Commissioned officer in Armed Forces or an officer holding a permanent post in the public or provincial public service drawing a consolidated monthly salary of Rs. 47,615/- or more.

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

(vi) Applications not in conformity with the attached specimen application will be rejected.

9. *Furnishing False Information*.– Your candidature will be cancelled if furnishing of false or incorrect information is found before recruitment and if found after recruitment, you will be liable for dismissal from the Public Service subject to the relevant procedure.

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

11. If any inconsistency or contradiction arises among the Sinhala, Tamil or English texts of this *Gazette* notification, the Sinhala text shall prevail.

12. Applicants who have submitted applications previously for the paper advertisement that appeared on 17.01.2019 are also required to submit applications again.

13. If any matter not provided in this Notice or any problem regarding the recruitment procedure arises, the decision taken by the Public Services Commission shall be the final.

By order of the Public Service Commission,

K.M.S.D.JAYASEKARA,
Secretary,
State Ministry of Women and Child Development,
Pre-school and Primary Education, School Infrastructure and Education Services.

29th October 2020.

SPECIMEN APPLICATION

Recruitment for the Post of Legal Officer of the Department of Probation and Child Care Services Functioning under the State Ministry of Women and Child Development, Pre-school and Primary Education, School Infrastructure and Education Services

☐
(For office use only)

(Write the number corresponding to the medium applied for in the cage) ☐
Sinhala -2/ Tamil -3/ English -4

Note: It will not be allowed to change the medium applied

1.0. 1.1 Name in Full (Mr./Mrs. Miss) : ....
(In Sinhala/Tamil)
Eg. GUNAWARDHANA, M.G.B.S.K.
1.2 Name in Full : ....
(In block capitals)
1.3 Name with Initials (Mr./ Mrs./ Miss.): ....
(In Sinhala / Tamil)
1.4 Name with Initials : ....
(In block capitals)

2.0. 2.1 Permanent Address : ....
(In Sinhala/Tamil)
2.2. Permanent Address : ....
(In block capitals)
2.3 Telephone No. : ....

3.0. 3.1 Gender : Male 0 ☐ (Write the relevant number in the cage)
Female 1
3.2 Marital Status : Married -1 ☐ (Write the relevant number in the cage)
Unmarried -2

3.3 Date of Birth : Year : ☐☐☐☐ Month : ☐☐ Date : ☐☐

3.4 Age as at 30th November 2020: Years : ☐☐ Months : ☐☐ Days : ☐☐

3.5 National Identity Card No.: ☐☐☐☐☐☐☐☐☐☐☐☐

4.0. 4.1 Details of the qualifications acquired in relation to the notification for calling applications for the interview :

Institution from which the qualification was acquired	Date Acquired
....	....
....	....

Date of taking oaths as an Attorney-at-Law:

4.2 Details in relation to acquiring each qualification under no. 06 of the notification for calling applications:

4.3 Additional Educational Qualifications: ....
....

4.4 Additional Professional Qualifications: ....
....

4.5 Additional Experience : ....
....

4.6 Proficiency in Languages : ....
....

4.7 Knowledge in Information Technology : ....
....

5.0 Have you ever been convicted for any charge by the court?
(Mark √ in the relevant cage) (If "Yes", describe)

Yes	No

....

6.0 Certification of the Applicant:

I, do hereby declare that the particulars furnished by me in this application are true and accurate and have duly completed all the sections in it, and I am aware that I will be disqualified if this statement made by me is found to be incorrect prior to appointment or will subject to dismissal if it is found after appointment. Further, I agree to abide by all the rules and regulations.

....
Date Signature of the Applicant.

7.0 Attestation of the Applicant's Signature :

I, do hereby certify that Mr./Mrs./Miss. .... forwarding this application is known to me personally and that he/she placed his/her signature before me on ....

....
Date Signature of the Attester.

Name in Full :............................
Designation :............................
Date :............................
(Confirm by placing the official seal)

8.0 Recommendation of the Head of the Department: (only for the officers in public service) :

I certify that Mr. Mrs. Miss .... mentioned above is serving in this institution and the particulars furnished by him/her are correct. Further, his/her work and attendance are satisfactory and has no charge against him/her and can be released from the duties of this institution if selected for this post.

....
Signature of the Head of the Department .

Name :............................
Title :............................
Address :............................
Date :............................
(Place the official seal)

10–1065

Source: Government Gazette (2020.10.30)