

HEALTH SERVICE COMMITTEE OF THE PUBLIC SERVICE COMMISSION

Recruitment (Open) to the Post of Legal Officer belonging to the Executive Service Category in the Ministry of Health Nutrition and Indigenous Medicine - 2018

APPLICATIONS are called from qualified citizens of Sri Lanka to the Post of Legal Officer belonging to the executive service category in the Ministry of Health Nutrition and Indigenous Medicine on the order of the public Service Commission. Applications prepared according to the specimen form of application appended at the end of this notification should be sent to reach the "Secretary, Ministry of Health Nutrition and Indigenous Medicine No. 385, Rev. Baddegama Wimalawansa Thero Mawatha, Colombo 10" on or before the date mentioned below by registered post. The top left corner of the envelope containing the application should clearly bear the words "Recruitment (Open Basis) to the post of Legal Officer in the Ministry of Health, Nutrition and Indigenous Medicine -2018". The title of the examination should be indicated in English Language as well in the applications prepared in Sinhala and Tamil Languages.

(a) Closing date of application is 30.04.2018

Note:- Complaints made on the loss or delay of applications and other connected letters in the post will not be considered the damages caused due to delay in the submission of applications until the closing date shall be borne by the applicant.

01 Method of Recruitment. – The candidate who secures the highest marks on the results of a structured interview conducted by an interview panel appointed by the Health Services Committee of the Public Service Commission out of the candidates who possess the qualifications prescribed

in the notification shall be recruited to the vacancy. A structured interview will be conducted in accordance with the marking scheme (mentioned under No. 6 below) approved by the Health Service Committee of the public Service Commission.

02 Conditions for engagement in service and service conditions.

- (i) This post is permanent and pensionable and you will be subject to any policy decision taken by the government regarding the pensions scheme in future and you should contribute to the Widows/Widowers and Orphans pension Scheme the amount of contribution shall be as declared by the government from time to time.
- (ii) This appointment is subject to 3 years probation period. First efficiency bar examination shall be passed within 03 years from the date of recruitment to the post of Legal Officer in Grade iii as mentioned in the scheme of recruitment.
- (iii) Shall acquire the relevant proficiency in other official language in addition to the language in which the officer joined the Service within five years from the date of recruitment to the post as per the public Administration Circular No. 01/2014 dated 21.01.2014 Officers who joined the service in a language medium which is not an official language shall acquire the proficiency in the prescribed language within the period of probation.
- (iv) This appointment shall be subject to the procedural rules of the public Service Commission Establishment Code of the Democratic Socialist Republic of Sri Lanka, Financial Regulation of the government and other departmental orders.

03. *Required Qualifications :*

- 3.1 *Educational Qualifications /Professional Qualifications.* – Shall have obtained a degree in law from a university recognized by the University Grants Commission taken oaths as an Attorney at law of the Supreme Court
- 3.2 *Experience.* – Shall possess an active professional experience of not less than three years after taking oaths as an Attorney at Law of the Supreme Court (Documents which clearly bear the period of experience date and official stamp should be submitted at the interview to prove the active professional experience of the candidate).
- 3.3 *Physical Fitness.* – Every Candidate shall be physically and mentally fit to serve in any part of the island and to perform the duties of the post.
- 3.4 *Other Qualifications :*
 - Shall be a citizen of Sri Lanka
 - Shall be of an excellent character
 - Shall have satisfied the qualifications required for recruitment to the post in all respects as at the closing date of application
 - Shall be proficient in English Language

04. *Age Limit.* – Shall be not less than 21 years of age and not more than 45 years as at the closing date of application.

05. *Salary scale.* – In terms of 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 47,615-10x1335-8x1630-17x2170-110,895-(SL-1-2016) Salary shall be paid according to the provisions of the above circular and schedule ii of the same.

06. Structured interview shall be conducted based on the following marking scheme :

	<i>Subject</i>		<i>Maximum Marks</i>
01	Additional Educational Qualifications (Marks will be awarded only for the highest qualification-Either for the degree or Qualification from Law college)		20
(a)	Degree in Law from the Recognized University -First Class -Second Class Upper Division -Second Class Lower Division	20 15 10	
(b)	Degree in Law from the Law College -First Class in the final year of Law College -Second Class in the final year of Law College	15 10	
	<i>Note</i> : 10 marks should only be awarded if the final examination has been passed with honours		
02	Additional Professional Qualifications		15
	Post Graduate Degree in Law awarded by a recognized institution	15	
	Post Graduate Diploma (duration of which is not less than 1 year) in the field of Law awarded by a recognized institution (7.5 marks for each post graduate diploma Maximum marks 15)	15	
	Diploma in the field of Law (duration of which is not less than 06 month) awarded by a recognized institution (05 marks for each diploma-Maximum marks 15)	15	
	Certificate course in the field of law (duration of which is not less than 3 months) offered by a recognized institution (02 marks for each course Maximum marks 10)	10	
03	Additional Experience		30
	Experience as an Attorney at Law either in public or private sector-02 marks for a period not less than 06 months and not more than 01 year		
	Five marks per each year subject to a maximum of 30 marks (excluding the three years period which shall be completed to obtain the basic qualification as an attorney-at-law)		
	(Additional experience shall be confirmed by a certificate obtained from as Attorney at Law possessing a service period of not less than 20 years or presidents council or a judge)		
04	Knowledge on information Technology		15
(a)	For studying information Technology as a main subject of the degree awarded by a university recognized by the University Grants Commission	15	
	Diploma Course in Information Technology offered by a Recognized Government Institution duration of which is not less than 01 year or 1500 hours	10	
	Certificate course in Information Technology offered by a Recognized Government Institution -06 months/ 720 hours -03 months /360 hours	07 05	
	(marks are allocated only for the maximum qualification)		

	<i>Subject</i>		<i>Maximum Marks</i>
05	Proficiency in English Language		15
	Post Graduate Degree /Degree /post Graduate Degree in Law/Degree in Law followed in English medium (shall have answered all the question papers in English medium)	15	
	Diploma Course in English offered by a University recognized by the University Grants Commission or recognized government institution(Duration -01 year or 1500 hours)	10	
	Certificate course in English offered by a University recognized by the University Grants Commission or recognized government institution -06 months /720 hours -03 months /360 hours (marks are allocated only for the highest qualification)	07 05	
06	Performance at the interview		05
	Aggregate of marks		100

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

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

Any of the following shall be submitted in support of the identity at the interview

1. National Identity Card issued by commissioner of Registration of persons
2. Valid passport

08. *Method of application :*

- (i) Applications should be in the form of the specimen appended at the end of this notification and prepared on A4 size paper in such a way that heading No. 1. to 06 appear on the 1st page No. 07 to 09 appear on the second page and the rest on the other pages and the applicants shall fill the applications in their own handwriting.
- (ii) Candidate's signature in the application form shall be attested by a principal of a government School/ Justice of the peace/Commissioner of oaths/Attorney-at-law/Notary public/Commissioned Officer in the public Service whose monthly consolidated salary is Rs 22,935.
- (iii) Applicants who are already in the Public Service or Provincial Public Service shall send their applications through the respective head of the Department
- (iv) Applications not complying with the specimen form of application appended at the end of this notification shall be rejected. No complaint on loss or delay of applications in the post shall be considered.

09. *Furnishing false information.* – If any information mentioned in the application is found to be false or incorrect your candidature shall be cancelled

If any information is revealed to be false or incorrect 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 medium notifications, the Sinhala notification shall prevail.

11. Health Services Committee of the Public Service Commission shall reserve the right to fill or not the vacancy.

On the order of Health Services Committee of the Public Service Commission,

JANAKA SUGATHADASA,
Secretary,
Ministry of Health Nutrition and
Indigenous Medicine.

385, Rev. Baddegama Wimalawansa Thero Mawatha,
Colombo 10,
13th March, 2018.

SPECIMEN FORM OF APPLICATION

RECRUITMENT (OPEN BASIS) TO THE POST OF LEGAL OFFICER
IN GRADE III OF THE MINISTRY OF HEALTH NUTRITION AND
INDIGENOUS MEDICINE

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/Corporation shall mention their official
address. Any change of the address should be
informed immediately)
- 2.5 Telephone Number (Personal) : _____,
- 2.5 Telephone Number (Official) : _____,
- 2.6 E-mail Address : _____,

03. 3.1 Date of birth :

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Year

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Month

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Date

3.2 Age as at the closing date of application:-

Years : _____. Months : _____. Days : _____.

04. National Identity Card No. : _____,

05. Sex(Male/Female) : _____,

06. Qualifications : _____,
(Qualifications under No. 03 of the notification)
Educational /Professional Qualifications:-

Experience : _____.

07. Certification of the Applicant :-

I hereby declare that the particulars furnished by me 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 Attester.
(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 since..... 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 being advised) 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 can /cannot 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)