

## **Public Service Commission**

### **Recruitment on open basis to the Post of Legal Officer (Grade II/III of the Executive Officers' Category) of the Ministry of Trade, Commerce and Food Security– 2024**

Applications are called from Citizens of Sri Lanka who have fulfilled the qualifications mentioned in this notification in order to fill the vacant post of Legal Officer Grade II/III of the Executive Service category in the Ministry of Commerce.

#### **1. Method of Recruitment**

Of the candidates who have fulfilled the qualification specified in this notification, the Candidate who secures the highest marks on the results of the aptitude assessment interview conducted by an Interview Board of Aptitude Assessment appointed by the Public Service Commission will be recruited to fill the vacancy. The Aptitude Assessment Interview will be conducted in conformity with the marking scheme (given under No.06) approved by the 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 of the Supreme Court

##### **II. Experience**

Should have obtained an active practical professional experience of not less than three (03) years subsequent to taking oaths as an Attorney-at-law of the Supreme.(Court Documents in proof of practical professional experience should be furnished at the interview in which period of experience, date and official seal should have clearly stated)

Or

Should have obtained not less than three years (03) experience in a post\* with relevance to law in a public institution subsequent to taking oaths as an Attorney-at-law in the Supreme Court.

(It should have been confirmed by a letter issued by Secretary/Head of the Department /Institution)

Note: The copies of the documents in proof of the basic qualifications certified by the applicant himself/ herself should be attached to the application. Applications, to which certificates indicating the date of commencement and termination of the service period clearly have not been attached, may be rejected without any notification.

\* A Legal post shall have the meaning that a post to which a Bachelor of Laws or swearing in as an Attorney-at-law in the Supreme Court is considered as a basic qualification for recruitment.

(iii) Physical Fitness:

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

(iv) Other Qualifications:

- Should be a citizen of Sri Lanka.
- Should be of excellent moral character.
- Should have fulfilled the required qualifications in every aspect as at the closing date of the application.

### **3. Terms of Deployment in the Service and Conditions of the Service**

- (i) This post is permanent and pensionable. You will be subject to any policy decision made by the Government in the future on the Pension Scheme entitled to you. You are required to contribute to the Widows'/Widowers' and Orphans' Pension Scheme. You should make contributions towards it in a manner stipulated by the Government from time to time.
- (ii) This appointment will be subject to a probationary period of three (03) years. The first efficiency bar examination should be passed within 03 years from the date of recruitment as prescribed in the scheme of recruitment.
- (iii) It is required to acquire the proficiency in other official language in accordance with provisions in the Public Administration Circular 18/2020 dated 16.10.2020 and the officers who joined the service in a language medium which is not an official language shall acquire the proficiency in prescribed official language within the period of probation.
- (iv) This appointment will be subject to the Procedural Rules of the Public Service Commission, Establishments Code of the Democratic Socialist Republic of Sri Lanka and the Financial Regulations of the Government and other Departmental orders.
- (v) Once applied, the medium of language will not be allowed to change later and the medium of language mentioned in the application will be the medium of language that you are qualified for your appointment.

### **4. Age Limit**

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

## 5. Salary Scale

The monthly salary scale applicable to this appointment is Rs. 47615 -10 x1335-8 x 1630-17 x 2,170 -110,895/- (SL-1-2016), as per the Schedule I of the Public Administration Circular No.03/2016 dated 25.02.2016

6. The following marking scheme will be applied for evaluation of the eligibility at the interview.

Serial No	Subject	Marks	Maximum Marks
1.	<b>Additional Educational Qualifications</b>		<b>25</b>
	a.) A Postgraduate Degree in Law obtained from a university recognized by the University Grants Commission	25	
	b.) A Postgraduate Diploma in Law obtained from a university recognized by the University Grants Commission or a Postgraduate Diploma in Law obtained from the Institute of Advanced Legal Studies of the Sri Lanka Law College.	20	
	c.) Degree in Law obtained from a university recognized by the University Grants Commission		
	• Bachelor of Laws with First Class Pass	15	
	• Bachelor of Laws with Second Class (Upper) Pass	10	
	• Bachelor of Laws with a Class	07	
	• Bachelor of Laws with a General Pass	05	
	d.) First Class in the final year of the Law College Second Class in the final year of Law College	10 05	
	<b>Note I:</b> 05 marks should be given only if the final examination has been passed with honors.		
	<b>Note II:</b> Marks shall be awarded only for the highest qualification obtained.		

<p><b>02.</b></p>	<p><b>Additional Experience</b></p> <p>Preparation of documents pertaining to the cases and appearing before the open Court</p> <table border="1" data-bbox="354 432 1232 821"> <thead> <tr> <th></th> <th>Marks for the Cases Filed (Per each case)</th> <th>Marks for appearing before the Court (Per each Case)</th> </tr> </thead> <tbody> <tr> <td>Supreme Court</td> <td>2</td> <td>5</td> </tr> <tr> <td>Court of Appeal</td> <td>2</td> <td>4</td> </tr> <tr> <td>High Court</td> <td>2</td> <td>3</td> </tr> <tr> <td>District Courts</td> <td>4</td> <td>5</td> </tr> <tr> <td>Tribunals</td> <td>2</td> <td>3</td> </tr> </tbody> </table> <p><b>Note -</b></p> <p><b>Copies of relevant judgments or a certified copy of the case report of the final date of the case should be submitted to the interview board in order to prove the aforesaid qualifications.</b></p>		Marks for the Cases Filed (Per each case)	Marks for appearing before the Court (Per each Case)	Supreme Court	2	5	Court of Appeal	2	4	High Court	2	3	District Courts	4	5	Tribunals	2	3		<p><b>35</b></p>
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Supreme Court	2	5																			
Court of Appeal	2	4																			
High Court	2	3																			
District Courts	4	5																			
Tribunals	2	3																			
<p><b>03</b></p>	<p><b>Knowledge on Information Technology/ Information Technology Law</b></p> <p>(a) Studied Information Technology or Computer Science as a main subject for a degree in a University recognized by the University Grants Commission. 10</p> <p>(b) A Diploma in Information and Communication Technology Law obtained from a University recognized by the University Grants Commission or Sri Lanka Law College or any Vocational Institute recognized by the Government. 08</p> <p>(c) Diploma in Computer Science or Information Technology obtained from a University recognized by the University Grants Commission or a Diploma in Computer Science or Information Technology of NVQ Level 5 or higher level obtained from another institution. 05</p>		<p><b>10</b></p>																		

	<p>(d) Having participated in Courses/ Training Programs and obtained certificates pertaining to the courses in the field of Information and Communication Technology Law from a University recognized by the University Grants Commission or Sri Lanka Law College or any Vocational Institute recognized by the Government.</p> <p>(02 marks per each certificate and marks will be awarded maximum of two Certificates)</p> <p><b>Note: Marks will be given only for the highest qualification</b></p>	04	
<b>04</b>	<p><b>Language Proficiency</b></p> <p>(a) A degree followed with English Language as a main subject in a University recognized by the University Grants Commission</p> <p>(b) Fluency in English language demonstrated at the Moot Court competitions at the recognized international or national levels</p> <p><u>Single</u></p> <p>(i) First Place/Highest Merit - 12  (ii) Second Place - 10  (iii) Third Place/Other Skills - 08</p> <p><u>Groups</u></p> <p>(i) First Place/Highest Merit -10  (ii) (ii) Second Place - 08  (iii) (iii) Third Place/ Other Skills -06</p> <p>(c) A Diploma in English Language obtained from a University recognized by the University Grants Commission or a Diploma in English Language of NVQ Level 5 or higher obtained from another institution.</p> <p>(d)At least a Distinction pass for English Language in the G.C.E. (Advanced Level) Examination (Local or London)</p> <p>or IELTS scoring rate of 6.5 or above or TOEFL-IBT scoring rate of 79 or above,  or TOEFL-CBT scoring rate of 213 or above TOEFL-PBT scoring rate of 550 or above.</p>	15  12        10  08	<b>15</b>

	(e) Advanced Certificate in English Language obtained from a University recognized by the University Grants Commission or certificate at NVQ 4 Level obtained for English Language from another institution.  Note: Marks will be given only for the highest qualification.	05	
<b>05</b>	<b>Performance at the Interview</b>  Performance of the applicant in support of performing roles of the post in following manner. <ul style="list-style-type: none"> <li>• Strength questions (2 marks)</li> <li>• Situational questions (3 marks)</li> <li>• Competency Questions (10 marks)</li> </ul> Marks will be given according to the replies given for questions intended for evaluation.		<b>15</b>
	Total		<b>100</b>

Note- If the respective period of times are not indicated in the certificates submitted at the aptitude assessment interview it is the responsibility of the candidate to get the period of times related to such certificates confirmed in writing by the relevant institutions and submit the same. Certificates in which such period of times are not indicated and confirmed will not be considered for awarding marks.

## 7. Identity of the Candidates

Only the Candidates who have submitted applications completed in every respect will be called for the aptitude assessment interview.

Originals of all the certificates and duly certified copies of the certificates by the candidate shall be furnished at the interview.

Following documents will be accepted in proof of 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 Submitting the Application**

- (i) Applications should be sent under registered post to reach Ministry of Trade, Commerce and Food Security, No.492, R.A. De Mel Mawatha, Colombo 03 on or before 27.07.2024. Applications received after the closing date will be rejected.
- (ii) Specimen of the application is provided at the end of this notification. Candidates should prepare their applications in A4 size paper in manner that No. 01 to No. 04 to be appeared in the first page, No. 05 to No. 06 in the second page and No. 07 to No. 08 in the third page and should complete the in candidate's own handwriting.
- (iii) The top left corner of the envelope should be marked as "Recruitment to the Post of Legal Officer Grade II/ III ".
- (iv) Candidate's signature in the application should be attested by a Principal of a Government School/Justice of Peace/ Commissioner of Oaths/Attorney-at-Law/Notary Public/ Commissioned Officer in the Tri 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 above.
- (v) Officers who are already in Public Service or Provincial Public 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 without notification. No complaints will be entertained over loss or delay of applications.

## **09. Furnishing False Information**

If any information stated in the application is found to be false and incorrect prior to recruitment, your candidature shall be cancelled. If such false or incorrect information is found after recruitment, you are liable for dismissal from Service, subjected to relevant actions.

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

**11.** In the event of any inconsistency or contradiction between the Sinhala, Tamil and English texts of this Gazette Notification, the contents in the Sinhala text shall prevail.

12. In the case of any matter not provided in this notification or where it may cause a problematic situation in the process of recruitment, the decisions taken by the Public Service Commission thereon will be the final.

By order of the Public Service Commission,

Secretary  
Ministry of Trade, Commerce and Food Security





Mobile

5.0 5.1 Qualifications gained in order to apply for the Interview.

Name of the Institution	Effective Date
.....	.....
.....	.....
.....	.....

\* Date of taking oaths as an Attorney-at-law of the Supreme Court:

\* The copies of the certificates/documents in proof of the basic qualifications certified by the candidate himself/ herself should be attached to the application.

Details of qualifications as per No.06 of the notification of calling applications.

- 5.2 Additional Educational Qualifications :.....
- 5.3 Additional Professional Experience :.....
- 5.4 Knowledge on Information Technology:.....
- 5.5 Language Proficiency :.....

\* The documents in proof of the additional qualifications should not be attached to the application and it is the responsibility of the candidate to keep those documents ready to submit at the interview.

6.0 Have you ever been convicted by any offence in a court of law?

.....

7.0 Declaration of the Candidate:-

I hereby declare that the particulars furnished by me in this application are true and accurate and I know that if it is found incorrect or false before selection I will be a disqualified person and if it is revealed subsequent to the appointment I will liable to be dismissal from service without any compensation and to the rules and regulations

.....  
Date

.....  
Signature of Applicant

8.0 Certification of the Applicant's Signature

I certify that (Mr./Mrs./Miss.).....who submits this application, is personally well known to me and he/she has placed his/her signature before me on.....

.....

Date

.....

Signature of Attester

Full name :

Designation :

Date :

(Confirm by Official Frank)

9.0 Certification of the head of the Department:

I hereby certify that the above named Mr./Mrs./Miss.-----is serving in this Institution and the particulars submitted by him/her are accurate and his/her work and attendance are satisfactory, no an complaint against him /her and he/ she may be released from the service at this Institution, if he/she is selected to the above said post.

.....

Signature of the Head of the

Department/ Institution

Name :

Designation:

Address:

Date:

(Place Official Stamp)