

NOTIFICATION
PUBLIC SERVICE COMMISSION
MINISTRY OF AGRICULTURE
OPEN RECRUITMENT TO THE POST OF LEGAL OFFICER
(Executive Officer Category - Grade III)

Applications are invited from the citizens of Sri Lanka with the following qualifications for the post of Legal Officer of the Ministry of Agriculture.

01. Method of Recruitment

Among applicants who have completed the requisite qualifications indicated in the notification, the candidate securing the highest marks based on the results of a structured interview to be held by an Interview Board appointed by the Public Service Commission will be recruited for this vacancy. The structured interview will be held in keeping with marking scheme approved by the Public Service Commission.

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

02. Qualifications required

(i) Educational/Professional Qualifications

Having taken oaths as an Attorney-at-Law of the Supreme Court.

(ii) Experience

Obtained active professional experience not less than three (03) years from the date of taking oaths as Attorney-at-Law of the Supreme Court (with regard to the documents to be submitted to prove the active professional experience, it is essential to indicate clearly the period of experience with the due dates and official frank).

Or

Having experience applicable to the following disciplines of the profession not less than 03 years in the field of law after taking oaths as Attorney-at-Law of the Supreme Court.

I. Legal work related to filing of cases and co-ordinating with Attorney General's Department.

II. Legal work connected with Agreements.

III. Legal work related to various enactments.

IV. Drafting of legal documents such as draft bills, circulars/regulations.

V. Legal/Judicial work or investigations to be conducted by various statutory establishments.

(The above submissions should be confirmed by certification issued by the Secretary/Head of the Department)

(iii) Physical Qualifications

Every applicant should be physically and mentally fit to serve in any part of the island and perform duties in the post.

(iv) Other

Every Applicant.

• Should be a citizen of Sri Lanka

• Should be of excellent moral character

• Should have completed requisite qualifications in all aspects as at 11.06.2020 for recruitment to the post.

03. Conditions of Employment and service conditions

(i) This post is permanent and you are subjected to policy decisions of the Government taken in future on pension scheme entitled by you. Further you shall pay contributions to the Widows' & Orphans' Pension Fund/Widowers and Orphans Pension Fund. You shall pay contributions to this Fund as determined by the Government from time to time.

(ii) This post is subjected to 03 year probation period. First Efficiency Bar has to be passed as referred to in the Scheme of Recruitment within 03 years from the date of recruitment to Legal Officer, Grade III.

(iii) You have to acquire proficiency in the other official language in addition to the language qualified for recruitment before the expiry of five (05) years from the date of accepting the appointment as per provisions of the Public Administrative Circular No.01/2014 dated 21.01.2014 and officer who qualified for recruitment in non official language should obtain proficiency in the relevant official language.

(iv) This appointment is subjected to procedural rules of the Public Service Commission, Establishment Code of the Democratic Socialist Republic of Sri Lanka, Government's Financial Regulations and other departmental regulations.

04. Age Limit

Should not be less than 21 years and not more than 45 years at the closing date of applications. (The upper age limit will not apply to public officers with active and satisfactory service experience not less than five (05) years in a post applicable to the field of Agriculture and officers who have fulfilled qualifications under 2 above.)

05. Salary Scale

Monthly salary scale applicable to the post is (Rs.47,615-10 x 1335-8 x 1630-17 x 2170 - 110895- (SL-1-2006)

06. Marks will be given for structured interview based on the following Marking Scheme.

Subject	Marks
01 Additional Educational Qualifications	25
Postgraduate Degree applicable to the relevant field obtained from a University recognized by the University Grants Commission	25
Postgraduate Diploma applicable to the relevant field or Post Diploma in Law obtained from an institution recognized by the government. (Not less than one year)	20
L.L.B Degree obtained from a university recognized by the University Grants Commission	05
First class	15
Second upper class	10
Second lower class	07
L.L.B (General) Degree	05
First Class Pass at the final year examination of the Law College of Sri Lanka or	10
Second Class Pass of the final year of Law Degree	05
Note: 05 marks are given for pass at the final year examination of the Degree with honours (Marks are given only for maximum of one qualification)	
02 Additional Professional Experience	35
i. Additional professional qualifications Completion of a Diploma course, duration of which is more than one year applicable to the relevant field conducted by an institution recognized by the Government (10 marks for each Diploma)	10
Completion of a Diploma course, duration of which is more than 06 months and less than one year applicable to the relevant field conducted by an institution recognized by the Government. (05 marks for each Diploma)	
Completion of a certificate course, duration of which more than 03 months and less than 06 months applicable to the relevant field conducted by an institution recognized by the Government. (05 marks for each course)	

(Other qualifications except for certificates for which marks are given under 01 above)	25
ii. Additional experience Experience required under 2 (ii) of the application calling notification. (Other than 03 year service required for fulfilling the basic qualification) (05 marks for each year upto the maximum of 25 marks) (More than 06 months and less than one year - 02 marks)	
Completion of a period of service not less than 15 years (This period of service should be indicated in the certificate itself issued in respect of the applicant. This additional experience shall be confirmed through a certificate obtained from an Attorney-at-Law, Presidential Counsel or a Judge.)	
At the confirmation of additional experience by Head of Institution in respect of state officials or officials in the private sector who have fulfilled above qualifications, it is necessary to confirm through a service certificate/certificate that the applicant is serving a post applicable to legal work.	

03 Knowledge on Information Technology	10
A Degree (main subjects of which being IT subjects) obtained from a University recognized by the University Grants Commission.	10
A Diploma course, duration of which not less than 01 year or which covers 1500 hours conducted by an institution recognized by the Government.	07
A certificate course on Information Technology conducted by an Institution recognized by the Government.	
- 06 months/720 hours	05
- 03 months/360 hours	03
(Marks are given only for the maximum qualification)	

04 Language Proficiency	15
Postgraduate Degree / Degree / Masters in Law/L.L.B studied in English medium.	15
(All paper should have been answered in English medium)	
Diploma course in English Language conducted by a University recognized by UGC or an Institution recognized by the Government (One (01) year or 1590 hours)	10
Certificate Course in English conducted by 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 are given only for the highest qualification)	

05 Performance at the Interview	15
i. General knowledge & Intelligence	05
ii. Knowledge on modern tendencies in the field of Law	05
iii. Ability to express ideas clearly and Personality	05
Total	100

Note: If the relevant periods are not indicated in certificates submitted at the interview for evaluating the eligibility, it would be the responsibility of applicant to get these periods confirmed the relevant institution and restate the same. Certificates not indicated the relevant periods and not confirmed the same will not be considered for giving marks

07. Identity of Applicants

Only the candidates who have submitted applications completed in all aspects will be called for the eligibility - testing interview.

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

The following Identity Cards are accepted for establishing the identity at the structured interview.

- The National Identity Card issued by the Commissioner of Registration of Persons.
- Valid Passport.

08. Method of Application

i. Applications should be sent under registered cover to reach the Secretary, Ministry of Agriculture, 805, Govigama Mandiraya, Rajamangala Avenue, Battaramulla on or before 08.11.2020 Applications received after that date will be rejected.

ii. Specimen Application form appears at the end of this notification. Self hand written applications using both sides of A4 papers (on first page Nos 1 to 3 & second page Nos 3 to 5 & 6 to 8 and the rest on page 3 and 4) should be forwarded. (Keeping photocopy of the application with the applicant may be useful.)

iii. The top-left hand corner of the envelope enclosing the application should be clearly marked as "Application for the post of Legal Officer".

iv. Attestation of the signature should be done by a Principal of a government school/a Justice of the Peace/Commissioner of Oaths/Attorney-at-Law / Notary Public/Commissioner Officer of three Armed Forces or an Officer holding permanent post in the Public Service receiving a monthly consolidated salary of Rs.47,615/-.

v. Officers of the Public Service or Provincial Public Service should forward their applications through their respective Heads of Departments.

vi. Applications not prepared in accordance with the attached specimen application form will be rejected. Any complaint of losing or delaying applications will not be entertained.

09. Submission of false information

If any of the information included in the application sent by you is found to be false or incorrect before recruitment, your candidacy will be cancelled and the same is revealed after recruitment, action will be taken to dismiss you from service subject to the relevant code of actions.

10. Right of filling or not filling vacancies will be reserved with the Public Service Commission.

11. In the event of arising any conflicting situation within this recruitment procedure or on any matter not referred in this notification, the decision of the PSC will be final.

12. In the event of any inconsistency or difference between Sinhala, Tamil and English texts of this Gazette Notification the Sinhala text shall prevail.

By Order of the Public Service Commission.

Secretary
Ministry of Agriculture
805, Govigama Mandiraya
Battaramulla

Application for recruitment to the post of Legal Officer

Ministry of Agriculture

Serial No. _____
Office use only _____

1.0 1.1 Name in full (Mr/Mrs/Miss) _____

(In Sinhala/Tamil)

1.2 Name in full _____

(In English Block Capitals)

1.3 Name with initials (Mr/Mrs/Miss) _____

(In Sinhala/Tamil)

1.4 Name with initials _____

(In English Block Capitals)

Eg. GUNAWARDHANA, M.G.B.S.K.

2.0 2.1 Permanent Address _____

(In Sinhala/Tamil)

2.2 Permanent Address _____

(In English Block Capitals)

3.0 3.1 Sex: Male - 0 _____ Female - 1 _____

3.2 Civil Status: Married - 1 _____ Unmarried - 2 _____

3.3 Date of Birth: Year _____ Month _____ Date _____

3.4 Age as at 08.11.2020: Years _____ Months _____ Days _____

3.5 National Identity Card No. _____

4.0 4.1 Details of qualifications obtained as per application calling notification to apply for interview.

Institution from which Qualification obtained _____ Date _____

Date of taking oaths as Attorney-at-Law:

4.2 Details of obtaining qualifications (separately) under No 06 of the Application calling notification.

4.3 Additional Educational Qualifications: _____

4.4 Additional Professional Qualifications: _____

4.5 Additional Experience: _____

4.6 Language Proficiency: _____

4.7 Knowledge on Information Technology: _____

5.0 Have you been convicted by a court on any day of any offence? (Tick the relevant cage) (If answer is 'Yes' furnish details)

No _____ Yes _____

6.0 Declaration of the Applicant:

I declare that the information given in this application is true and correct to the best of my knowledge and all parts of the application are correctly filled. I also declare that if the declaration made by me is proved to be false I am liable to disqualification before appointment and to dismissal from office after appointment. I also agree to be bound by all rules governing this recruitment.

Date _____ Signature of the applicant _____

7.0 Attestation of signature of the applicant:

I hereby certify that Mr/Mrs/Miss _____ who submits this application is known to me well and he/she placed his/her signature in my presence on this day of _____

Date _____ Signature of Attester _____

Name in full: _____
Post: _____
Date: _____

(Official Frank)

8. Recommendation of the Head of the Department:

I hereby certify that Mr/Mrs/Miss _____ is serving in this office and the particulars furnished in this form are true and correct. His/her work and attendance and conduct are satisfactory. If he/she is selected for this post he/she could be released from the service of this institution.

Signature of the Head of the Department/Institution:

Name: _____
Designation: _____
Address: _____
Date: _____
(Official Frank)