

Specimen Application Form

Recruitment to the Post of Legal Officer (Grade III of the Executive Service Category) in the National Secretariat for Persons with Disabilities under the Ministry of Women, Child Affairs & Social Empowerment

(For official purposes only)

(Please write the number related to the medium of apply in the cage.)

Sinhala -2 /Tamil -3 / English - 4

Note :- Medium cannot be changed later.

1.0

1.1 Name in Full (Mr/Mrs/Ms) : -----

(Sinhala/Tamil) : -----

1.2 Name in full (In Block Capitals):-----

1.3 Name with initials (Mr/Mrs/Ms) : -----

(Sinhala/Tamil) Ex: M.G.B.S.K.Gunawardana

1.4 Name with initials : -----

(In Block Capitals)

2.0

2.1 Permanent Address

(In Sinhala/Tamil) : -----

2.2 Permanent Adders : -----

(In Block Capitals)

3.0

3.1 Gender : Male 0 Female 1 (Indicate the relevant number in the cage)

3.2 Civil status : Married - 1 (Indicate the relevant number in the cage))

Unmarried - 2

3.3 Date of birth : Year Month Date

3.4 Age as at.09.03.2024: Year Months Days

3.5 National Identity Card :

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4.0

4.1 Telephone Numbers Land

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Mobile

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5.0 Educational Qualifications

5.1

Degree

Institute

Date

6.0 Date on which the applicant has sworn in as an Attorney-at-Law in the Supreme Court :
: -----

6.1 Date on which the applicant completed 3 years' service following the swearing in as an Attorney-at-Law in the Supreme Court : -----

6.2 Date on which the applicant completed the 3 years' service in a legal officer position in a government institution : -----

* Certificates / documents to prove the preliminary qualifications should be certified by the applicant himself to its correctness and submitted along with the applicant.

7.0 Details related to obtaining of each qualification under number 06 of the gazette notification for calling applications:-

7.1 Additional Educational Qualifications :- -----

7.2 Additional Professional qualifications: - -----

7.3 Knowledge on Information Technology : - -----

7.4 Language Proficiency: - -----

* Documents proving additional qualifications need not be sent with the application, so, it is the applicant's responsibility to keep those documents ready for presentation during the interview.

8.0 Have you ever been convicted before a Court of Law ?
(If yes, give details)

9.0 Certification of the applicant:-

I do solemnly declare that the particulars given by me in the applications are true and correct to the best of my knowledge. I agree to bear the loss incurred by not completing a part hereof and/or furnishing false information in regard to any part hereto. Furthermore, I do declare that all parts of this application have been filled up accurately. I am aware that if my declaration is found to be false, I am liable to disqualification before selection and to dismissal from service if detected after the appointment and I know that I have to abide by all rules and regulations.

Date

Signature of applicant

10. Attestation of Applicant's Signature :

I Certify that Mr./Mrs./Miss.

..... who submits this application is personally known to me and he/she has placed his/her signature in my presence on this day of

Date.

Signature and official seal of the Attestor

11. .Certification of the Head of the Department/ Institution (only for officers in the Public Service)

I hereby certify that Mr./Mrs./Miss

..... who submits this application is presently serving in the post of in this Ministry/ Department/ Institution and I recommend and forward his/her application. He/she can be released from the service of this institution if selected for this post.

Date.

Signature of the Head of the Department/ Institution

Name :

Designation :

Address :

(Should be authenticated by the official seal)

PUBLIC SERVICE COMMISSION
Recruitment on Open Basis for
The Post of Legal Officer in the National Secretariat for Persons with Disabilities
(Grade III of the Executive Service Category) – 2024

Applications are invited for the post of Legal Officer (Grade III of the Executive Service Category) in the National Secretariat for Persons with Disabilities under the purview of the Ministry of Women, Child Affairs and Social Empowerment from the citizens of Sri Lanka who have fulfilled the qualifications mentioned in this notification.

1. Method of Recruitment:

The candidate who obtains the highest marks from among those who are meeting with the qualifications set out in the notice will be selected and recruited to the vacancy upon the results of an interview for evaluating eligibility conducted by a Board of interview appointed by the Public Service Commission. The interview for evaluating eligibility will be held in conformity with the marking scheme approved by the Public Service Commission. (Cited under number 06)

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

2. Required Qualifications :

(i) Educational/ Professional Qualifications :

Should have sworn in as an Attorney-at-Law in the Supreme Court.

(II) Experience

Should have obtained a practical professional experience in not less than three (03) years subsequent to swearing in as an Attorney-at-Law in the Supreme Court. (Documents provided to prove practical professional experience should be furnished at the interview after having clearly stated the period of experience, date and official seal.)

Or

Should have obtained experience in not less than 03 years in the field of Law in a public institution subsequent to swearing in as an Attorney-at-Law in the Supreme Court.
(It should be proved by a letter issued by the Secretary/ Head of the Department)

Note: Self-attested copies of documents proving basic qualification should be attached to the application. Applications not accompanied by certificates clearly stating the date of commencement and end of the period of service may be rejected without notice.

* A legal post is a post where a law degree or sworn in as an Attorney-at-Law in the Supreme Court is a basic qualification for recruitment.

(ii) Physical Fitness

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

(iii) Other Qualifications

- Should be a citizen of Sri Lanka
- Should be of excellent moral character
- All qualifications above should have been Completed in every respect as at the closing date for calling applications for this post. .

3. Terms of engagement and conditions of service

(i). This post is permanent and pensionable. You are required to contribute to the Widows'/Widowers 'and Orphans Pension Scheme. You are subject to a policy decision made by the Government in the future on the Pension Scheme entitled to you.

(II). This appointment will be subject to a probationary period of three (03) years. Officers should pass the first efficiency bar examination within 03 years from the date of recruitment as prescribed in the Scheme of Recruitment.

(iii) You are required to establish the fact that you have acquired proficiency in prescribed official languages in terms of the provisions of Public Administration Circular 18/2020 dated 16.10.2020.

(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, Financial Regulations of the Government and to the other departmental orders.

(v) You are not allowed to change the medium of language, in which, you apply for the post in the later and the medium of language, in which, you have been qualified to obtain the appointment, will be the same medium of language, in which, you mention in the application.

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

This post carries the Salary Scale (Monthly) of Rs. 47,615-10x1335-8x1630-17x2170-110895/- /- (the salary will be paid to you in terms of Schedule I of the Public Administration Circular No. 03/2016 dated 25.02.2016. The salary Code entitled to you is SL-1-2016)

6. Interview for evaluating eligibility will be on the basis of the marking scheme below.

<i>Srl. No.</i>	<i>Subject</i>	<i>Marks</i>	<i>Maximum Marks</i>												
01	<p>Additional Educational Qualifications</p> <p>a.) Master Degree in the field of Law obtained from a university recognized by the University Grants Commission</p> <p>b.) Postgraduate Diploma in the field of Law obtained from a university recognized by the University Grants Commission or Postgraduate Diploma in Laws obtained from the Institute of Advanced Legal Studies of Sri Lanka Law College</p> <p>c.) Bachelor of Laws (Basic Degree) with first class</p> <ul style="list-style-type: none"> • Bachelor of Laws (Basic Degree) with second Class Upper • Bachelor of Laws (Basic Degree) with a Class • Bachelor of Laws (Basic Degree) <p>obtained from a university recognized by the University Grants Commission</p> <p>d.) First Class Pass in the final year of Law College Second Class Pass in the final year of Law College</p> <p>Note : Above 05 marks will be given if only the applicant has passed the examination of the Law College with honours</p> <p>Note II: Marks will be given only for the highest qualification.</p>	<p>25</p> <p>20</p> <p>15</p> <p>10</p> <p>07</p> <p>05</p> <p>10</p> <p>05</p>	25												
02	<p>Additional Professional Experience</p> <p>Preparing documents related to cases and appearing before the court</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Filing cases (Per one case)</th> <th>Marks for appearing before the Court (Per one 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> </tbody> </table>		Filing cases (Per one case)	Marks for appearing before the Court (Per one case)	Supreme Court	2	5	Court of Appeal	2	4	High Court	2	3		35
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	<table border="1" data-bbox="315 75 1234 159"> <tr> <td data-bbox="315 75 581 117">District Court</td> <td data-bbox="581 75 852 117">4</td> <td data-bbox="852 75 1234 117">5</td> </tr> <tr> <td data-bbox="315 117 581 159">Tribunal</td> <td data-bbox="581 117 852 159">2</td> <td data-bbox="852 117 1234 159">3</td> </tr> </table> <p data-bbox="326 243 1230 390">Note - Copies of the relevant judgments or certified copy of the case report on the date of last hearing of the case should be submitted to the Interview Board to prove the above qualifications.</p>	District Court	4	5	Tribunal	2	3		
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Tribunal	2	3							
03	<p data-bbox="310 438 776 470">Literacy in Information Technology</p> <p data-bbox="310 478 1159 590">(a) Should have followed Information Technology or Computer Science as a main subject in a Degree obtained from a university recognized by the University Grants Commission</p> <p data-bbox="310 674 1219 785">(b) Diploma on Information Technology Law obtained from a university recognized by the University Grants Commission or from an institute recognized by the government</p> <p data-bbox="310 869 1224 1052">(c) Degree or Diploma on Computer Science or Information Technology obtained from a university recognized by the University Grants Commission or Diploma of NVQ Level 5 or upper on Computer Science or Information Technology from an institute recognized by the government</p> <p data-bbox="310 1178 1230 1402">(d) Certificates obtained after taking courses/participating in training programs in the field of Information and Communication Technology Law in a University recognized by the University Grants Commission or Sri Lanka Law College or any other professional institution recognized by the Government. (Maximum of two certificates will be given marks in the manner of 02 marks per certificate.)</p> <p data-bbox="310 1451 1114 1482">Note : Marks will be given only for the maximum qualification</p>	<p data-bbox="1284 516 1321 548">10</p> <p data-bbox="1284 709 1321 741">08</p> <p data-bbox="1284 1020 1321 1052">05</p> <p data-bbox="1284 1213 1321 1245">04</p>	10						
04	<p data-bbox="310 1488 607 1520">Language Proficiency</p> <p data-bbox="310 1528 1219 1598">(a) Degree with English Language as a main subject obtained from a University recognized by the University Grants Commission</p> <p data-bbox="310 1646 1230 1715">(b) Proficiency in English Language in recognized international or national level Moot Court Competitions</p> <p data-bbox="310 1724 391 1755"><u>Single</u></p> <p data-bbox="342 1764 753 1871">i. First Place/Best skill - 12 ii. Second Place - 10 iii. Third Place/ Other Skills - 08</p> <p data-bbox="310 1919 386 1950"><u>Team</u></p> <p data-bbox="342 1959 699 1990">i. First Place/Best skill - 10</p>	<p data-bbox="1284 1528 1321 1560">15</p> <p data-bbox="1284 1646 1321 1677">12</p>	15						

	ii. Second Place - 08 iii. Third Place/ Other Skills - 06 (d) Diploma in English Language from a university recognized by the University Grants Commission or SLQF Level 3 or above Diploma in English Language from another institution or a course of at least 1500 study hours in English Language from a Government Training Institute/Institute affiliated to a Government Training Institute (e) A minimum of B (very good) pass for English language in the General Certificate of Education (Advanced) examination (local or London) or IELTS aggregate score of 6.5 or above, TOEFL-IBT 79 or above, TOEFL-CBT 213 or above or TOEFL- PBT 550 or higher (f) Advanced Certificate in English Language from a university recognized by the University Grants Commission or SLQF Level 2 Certificate in English Language from another institution.	10 08 05	
05	Merit shown in the interview : <ul style="list-style-type: none"> ○ (Strength questions) (Marks 02), ○ (Situational questions) (Marks 03) and ○ (Competency questions) (Marks 10) Marks are awarded according to the answers given to the questions intended to be evaluated.		15
	Total Marks		100

7. Identity of the Candidate

Only the applicants who have completed their applications in every aspect and submitted will be called for the interview.

Originals of all certificates and duly certified copies of the certificates should be furnished at the interview for evaluating eligibility.

The following identity cards are accepted to establish the identity of the candidate at the interview for evaluating eligibility.

- (i) Valid National Identity Card issued by the Commissioner General of the Department of Registration of Persons.
- (ii) Valid driving license

8. Method of Application

Properly completed applications should be sent to reach before the 09.03.2024 to the "Director, National Secretariat for Persons with Disabilities, First Floor, Sethsiripaya Stage II,

Battaramulla, under registered cover. Applications received after the closing date will be rejected.

Applications should be prepared in A4 size papers indicating the items No. 01 to 3.4 on the first page and the items No. 3.5 to 8 on the second page and items No. 09 to 11 on the third page and perfected in applicant's own handwriting.

The top left corner of the envelop containing the application should be marked as "Application for the post of Legal Officer".

The signature of the applicant should be attested by a Principal of a Government School, Justice of Peace, Commissioner for Oaths, Attorney-at-Law, Notary Public, Commissioned Officer of the Three-Armed Forces or a permanent staff officer in the Public Service or Provincial Public Service drawing a consolidated monthly salary of Rs. 47,615/- or above.

Applicants who are already in the Public Service or Provincial Public Service should forward their applications

(i) Through the respective Heads of Departments in which they are presently serving.

(ii) The applications not in conformity with the prescribed specimen application will be rejected. No. complaints will be entertained over loss or delay of applications..

9. Furnishing false information:

If any information furnished by you in the application is found to be false or erroneous before the recruitment, your candidature will be cancelled. In case any such false or erroneous information is detected after the recruitment, you will be dismissed from service subject to the procedure related thereto.

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

11. In the event of any inconsistency or discrepancy between the Sinhala, Tamil and English texts of this Notice, the Sinhala text shall prevail.

12. In the case of any matter not provided for in this notice or where a problematic situation arises in this process of recruitment, the decisions made by the Public Service Commission thereon will be final.

By order of the Public Service Commission,,

Secretary,
Ministry of Women, Child Affairs and Social Empowerment
09 February 2024