

## **Scheme of Recruitment to the post of Legal Officer in Executive Service Category of the National Secretariat for Persons with Disabilities**

- 01.** Related institutions
- 1.1** Department: Not applicable  
Reference No: \_\_\_\_\_ Date: \_\_\_\_\_
- 1.2** Ministry: State Ministry of Samurdhi, Household Economy, Micro Finance, Self-Employment and Business Development  
Reference No: SMS/ADM/15/NSPD/SOR/L. Officer Date: 2020.10.13  
(Old Ministry: Women, Children Affair and Social Security  
Reference No: MPI&SE/ADM/12/05/SOR Date: 2020.08.05)
- 1.3** Approval by the Director General of Management Services  
Reference No: DMS/B1/41/03 Date: 2018.03.19
- 1.4** Recommendation of the Director  
Reference Number: EST-2/02/REC/0430 Date: 2020.03.03
- 1.5** Recommendation of the National Salaries and Cadre Commission  
Reference Number: NSCC/05/30/SR-III Date: 2019.11.21
- 1.6** Approval by the Public Service Commission  
Reference Number: PSC/EST/09-01-02(II)/03/2020 Date: 2020.10.27
- 02.** Appointing Authority: Public Service Commission
- 03.** Particulars on the Category of Service
- 3.1** Category of Service : Executive
- 3.2** Grades: III, II and I
- 3.3** General definition on the role assigned:  
This Category of Service is assigned with the post specific duties of general nature including policy formulation, giving directions / making orders, management and related decisions making as well as the tasks that can be reckoned as part of the functions falling within the overall scope of activity entrusted to the highest executive officer of the institution.
- 3.4** Assignment of Duties :  
No assignment is made by grade and any of the tasks assigned to this category of service can be assigned by the Head of the Department to an officer of any grade based on the seniority and merit of the service requirement.
- 04.** Nature of the Post /Posts: Permanent and Pensionable (subject to future policy decision by the Government on the Pension Scheme)
- 05.** Salary: -
- 5.1.** Salary Code: SL01 – 2016
- 5.2.** Salary Scale: Rs. 47,615 – 10X1,335 – 8X1,630 – 17X2,170 – 110,895
- 5.3.** Initial Salary Step pertaining to grade system: -

Grade	Initial Salary step	Salary Point (Rs.)
Grade III	Step 01	Rs. 47,615/-
Grade II	Step 12	Rs. 62,595/-
Grade I	Step 20	Rs. 76,175/-

Note: Payment of salaries and other matters should be in accordance with the provisions of Public Administration Circular 03/2016.

**06.** Post/Posts associated with the category of service

6.1. Approved titles of posts, approved cadre and the duties assigned:

Approved titles of posts	Grade for which the post is approved	Approved Cadre	Duties
Legal Officer	“III/II”	01	<ul style="list-style-type: none"> <li>• Legal matters related to the amendment of the Protection of the Rights of Persons with Disabilities Act No. 28 of 1996 and to be presented to Parliament and get it passed</li> <li>• Formulation of regulations for matters constituted by the Act</li> <li>• Taking further action on legal matters arising out of policy decisions taken by the National Council for Persons with Disabilities</li> <li>• Providing necessary legal advice to the staff of the National Secretariat for Persons with Disabilities</li> <li>• Acting in accordance with the Access Facility Order dated 17th October 2006 under the Protection of the Rights of Persons with Disabilities Act No. 28 of 1996 and conducting relevant field inspections and giving necessary instructions.</li> <li>• Providing resources for workshops conducted by the National Secretariat for Persons with Disabilities</li> <li>• Legal Procedures for the Protection of the Rights of Persons with Disabilities Act No. 28 of 1996 and its Regulations, Legislation and Amendments based on current needs</li> <li>• File a case in court regarding the construction work which does not comply with the access facility order dated 17.10.2006</li> <li>• Provide legal advice on issues affecting single parent families</li> <li>• Provide legal advice on Sign Language Act, National Action Plan and Problems in the Implementation of National Policy</li> <li>• Provide legal advice and take legal action on issues of rights for persons with disabilities</li> <li>• Registration of voluntary organizations and providing legal advice and legal action on issues related to those organizations.</li> <li>• Provide legal advice on issues that may arise in the implementation of assistance programs for persons with disabilities</li> <li>• Preparation of Legal Approach to Dealing with the Protection of the Rights of Persons with Disabilities Act No. 28 of 1996 and other applicable laws / regulations and international conventions / agreements</li> </ul>

## 6.2. Consolidated number of officers - 01

Note - Grades III, II and I are all considered to belong to the combined number of officers for the purpose of promotion from grade to grade.

07. Method of recruitment: -

### 7.1 Percentages of Recruitments :

Stream	Percentage
Open	100%
Limited	Not applicable
Merit	Not applicable

### 7.2 Open Recruitment:

#### 7.2.1 Grade at Recruitment: Grade III

#### 7.2.2. Prescribed qualifications

##### 7.2.2.1. Educational/ professional qualifications

- Should have taken oath as an Attorney at Law of the Supreme Court

##### 7.2.2.2. Experience:

Should have possessed an active professional experience of not less than 03 years as an Attorney at Law after taking oath as an Attorney at Law of Supreme Court;

or

Candidate should have gained experience of not less than 03 years in the legal field in a Government Institution in relating to following tasks after taking oath as an Attorney at Law of the Supreme Court.

- i. Coordination with the Department of Attorney General pertaining to legal cases.
- ii. Legal activities connecting to agreements
- iii. Legal activities connecting to relevant acts and ordinances
- iv. Activities relating to the formulation of the legal documents such as drafts of bills, circulars etc.
- v. Laws imposed by various Statutory Institutions, court procedures or investigations (These facts should be confirmed by a certificate issued by the Secretary, Head of the Department)

##### 7.2.2.3. Physical fitness:

Every candidate should have the physical and mental fitness for fulfilling the duties in the post in any part of Sri Lanka

##### 7.2.2.4. Other qualifications

The candidate

1. Should be a citizen of Sri Lanka.
2. Should have an excellent moral character.
3. Should have satisfied each and every way the qualifications prescribed for recruitment from 7.2.2 to 7.2.3 to the post as at the closing date of applications.

**7.2.3. Age:**

**7.2.3.1** Should not be less than 21 years of age

**7.2.3.2** not more than 45 years of age

**7.2.4. Method of Recruitment:** Recruitment is based on the results of an aptitude assessment interview.

**7.2.4.1. Written Test:** Not applicable

**7.2.4.2. Trade Test:** Not applicable

**7.2.4.3. General Interview:** Not applicable

**7.2.4.4. General Interview**

Main Headings for which marks are awarded	Maximum marks	Minimum marks reckoned for selection
1. Additional Educational Qualifications	25	Not applicable
2. Additional Professional Qualifications	35	
3. Language ability	15	
4. Knowledge on Information Technology	10	
5. Merit at the Interview (General Knowledge and Intelligence - 05 Knowledge of modern trends in the field of law - 05 Ability to express ideas clearly and personality - 05)	15	
Applicable	100	

**Note:**

Qualified candidates will be recruited to the post on the basis of the order of merit shown in the aptitude interview and the number of vacancies available.

II. At the time of recruitment, the Appointing Authority will approve the detailed scoring procedure for the aptitude assessment interview within the maximum marks allotted for the major scoring areas shown in the table above.

III. Detailed scoring procedure should be published in the call notice.

**7.2.4.4.1. Appointing Authority for Eligibility Assessment Interview Board - Public Service Commission.**

**7.2.5 Method of calling candidates:**

Applications are invited by publishing in the Government Gazette or by publishing advertisements in public newspapers and on the website.

**7.3 Limited Recruitment:** Not applicable

**7.4 Recruitment on Merit:** Not applicable.

## 08. Efficiency Bar Examination

### 8.1

Which of the Efficiency Bar	Before how many years the Efficiency Bar to be passed	Nature of the Efficiency Bars Written Examination /Trade Test/Certificate Course / Other
1 <sup>st</sup> Efficiency Bar	Before passing 03 years to the recruitment to Grade III	Written Test (Annex 01)
2 <sup>nd</sup> Efficiency Bar	Before passing 03 years to the Promotion to Grade II	Written Test (Annex 02)
3 <sup>rd</sup> Efficiency Bar	Before passing 05 years to the Promotion to Grade I	Written Test (Annex 03)

8.2. Frequency at which the E.B. Examination occur:  
Twice a year

8.3. Who are the authorities conducting E.B. Examinations?

1<sup>st</sup> Efficiency Bar  
2<sup>nd</sup> Efficiency Bar  
3<sup>rd</sup> Efficiency Bar



By the Commissioner General of Examinations or by an institution authorized by the Secretary to the State Ministry of Samurdhi, Home Economics, Microfinance, Self-Employment and Business Development

## 09. Language Proficiency:

### 9.1

Language	Proficiency to be acquired
01. Official Language	Officers who have joined the service through a medium other than the official language should acquire the prescribed official language proficiency during probation.
02. Other Official Language	Relevant level of language proficiency should be obtained in accordance with Public Administration Circular No. 01/2014 and the accompanying Circulars.

## 10. Promotion to Grades

### 10.1. Promotion from Grade III to Grade II

#### 10.1.1. As per General Performance:

##### 10.1.1.1. Qualifications to be fulfilled:

- I. Should have confirmed the appointment
- II. Should have completed at least ten (10) years of active and satisfactory service in Grade III of Category III and earned ten increments
- III. Should have shown satisfactory level or higher performance in the ten (10) years prior to the date of promotion as per the approved performance appraisal procedure

- IV. Should not have been subjected to disciplinary action as per the provisions of Public Service Commission Circular No. 01/2020.
- V. Should have obtained proficiency in other relevant official languages at the relevant level

**10.1.1.2. Method of Promotion:**

When the officers who complete the qualification make a request to the Appointing Authority in the prescribed form, the Appointing Authority will make the promotion to Grade II with effect from the date of eligibility after checking the qualifications.

**10.2. Promotion from Grade II to Grade I**

**10.2.1. As per the General Performance**

**10.2.1.1 Qualifications to be fulfilled :**

- I. Should have obtained a Post Graduate Degree in Law from a University recognized by the University Grants Commission
- II. Should have completed seven (07) years of active and satisfactory service in Grade II of Service Category and earned seven (07) increments due for that period.
- III. Should not have been disciplined in accordance with the provisions of Circular No. 01/2020 of the Public Service Commission.
- IV. Should have shown satisfactory level or higher performance within seven (07) years prior to the date of promotion as per the approved performance appraisal procedure.
- V. Should have passed the relevant efficiency bar tests on the due date

**10.2.1.2 Method of Promotion**

When the officers who complete the qualification make a request to the Appointing Authority in the prescribed form, the Appointing Authority will make the promotion to Grade I with effect from the date of qualification after examining the qualifications.

**Remark**

The date of promotion of officers who do not pass the efficiency bar on the due date should be delayed by a period of time equal to the delay in passing the efficiency bar.

11. **Appointments to Posts** : Not applicable.
12. **Conditions extraneous to general conditions set out in the Procedural Rules of the Public Service Commission: Not applicable**
13. **Definitions extraneous to the ones prescribed in the Procedural Rules of the Public Service Commission -**  
“Active Period of Service” means the period of service an officer was actually in service receiving the salaries related to his post. All periods of no pay leave other than the maternity leave approved by the government are not reckoned for the purpose of active period of service
14. **Absorption into Grade System: \* Not applicable.**

15. Every appointment encompasses the conditions set out in the Procedural Rules of the Public Service Commission published in the Extraordinary Gazette No.1589/30 of 20.02.2009 and the provisions of the Establishments Code.

16. Any matter not provided for in this scheme of recruitment will be decided upon by the Public Service Commission.

17. Interim Orders - Not applicable

Prepared by: Signature: ..... Checked by: .....  
Junior Staff (Staff officer in charge of the Subject)

Name: S. M. D. L. K. Sakalasuriya  
Designation: Management Services Officer  
Date: 2020.12.

Name H.M. T.I. Herath  
Designation: Assistant Director  
Date: 2020.12.

Recommended and forwarded.

Signature: .....  
(Head of the Department)  
Name: C. A. Herath  
Designation: Director  
Official Stamp: .....  
Date: 2020.12.

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Reference No: .....

I recommend the approval of this Scheme of Recruitment proposed for the Legal Officer of the executive category of the National Secretariat for Persons with Disabilities. Signature:

.....  
Name: .....  
Secretary  
State Ministry of Samurdhi, Household Economy, Micro Finance, Self Employment and Business Development

Date: ..... Official Stamp .....

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Reference No: .....

This Scheme of Recruitment proposed for the Legal Officer of the executive category of the National Secretariat for Persons with Disabilities was approved by the Public Service Commission on

.....

Signature: .....  
Name: .....  
Secretary  
Public Service Commission  
Date: .....

Official Stamp: .....





## 1<sup>st</sup> Efficiency Bar Examination of the Legal Officer Post of the Executive Service Category of the National Secretariat for Persons with Disabilities

01. Name of the Examination- **1<sup>st</sup> Efficiency Bar Examination of the Legal Officer Post of the Executive Service Category**

02. Description of the Examination

	Question Paper	Time	Total Marks	Pass Marks
01	Code of Establishment	02 Hours	100	40%
02	Financial Regulations	02 Hours	100	40%

03. Conducting Authority - By the Commissioner General of Examinations or by an institution authorized by the Secretary to the State Ministry of Samurdhi, Home Economics, Microfinance, Self-Employment and Business Development

04. How often is it held? - Twice a year

05. Syllabus for the examination -

Name of the Question Paper	Syllabus
Code of Establishments	1) Organizing and organizing methods in office and field activities 1. The importance of office Management 2. Principles of office Management 3. Action to be taken on sending and receiving letters 4. Writing file notes 5. Writing reports 6. Understanding how to deal with the public 2) Following Chapters of the Code of Establishments VI, VIII, IX, XI, XXIII, XXV, XXVII, XXVIII, XXIX, XXX, XXXI, XXXII, XXXIII, XLVII and XLVIII 3) Procedure Rules published in the Extraordinary Gazette Notification No. 1589/30 dated 20.02.2009 of the Public Service Commission
Financial Regulations	I. Chapter - Income and expenditure estimates, Consolidated Fund, Changing annual Estimates (From FR 104 to 147) II. Chapter - Financial Management and Accountability, Chief Accounting Officers, Revenue Accounts Officers, Authorization for Payments, Ensuring Approval, Assignment ( From FR 124 to 147)

Prepared by: Signature: .....  
 Junior Staff (Senior Staff officer in charge of the Subject)  
 Name: S. M. D. L. K. Sakalasuriya  
 Designation: Management Services Officer  
 Date: 2020.12.

Checked by: .....  
 Name H.M. T.I. Herath  
 Designation: Assistant Director  
 Date: 2020.12

Recommended and forwarded.

Signature: .....  
 (Head of the Department)  
 Name: C. A. Herath  
 Designation: Director  
 Official Stamp: .....  
 Date: 2020.12.

## 2<sup>nd</sup> Efficiency Bar Examination of the Legal Officer Post of the Executive Service Category of the National Secretariat for Persons with Disabilities

01. Name of the Examination- **2<sup>nd</sup> Efficiency Bar Examination of the Legal Officer Post of the Executive Service Category**

02. Description of the Examination

	Question Paper	Time	Total Marks	Pass Marks
01	Law	03 Hours	100	40%
02	English	02 Hours	100	40%

03. Conducting Authority - By the Commissioner General of Examinations or by an institution authorized by the Secretary to the State Ministry of Samurdhi, Home Economics, Microfinance, Self-Employment and Business Development

04. How often is it held? - Twice a year

05. Syllabus for the examination -

	Name of the Question Paper	Syllabus
01	Law	<ol style="list-style-type: none"> <li>1. Paper - Constitutional Law and Administrative Law               <ol style="list-style-type: none"> <li>I. The Constitution of Sri Lanka and the Second Republic Constitution, including Historical Development</li> <li>II. Executive President, Prime Minister and Cabinet, Central Government Departments and Public Service</li> <li>III. Administration of Justice</li> <li>IV. Administrative jurisdiction</li> <li>V. Guidelines for Government Policies and Basic Duties</li> <li>VI. Delegated Constitution and amendments included to it from time to time</li> <li>VII. Responsibility of government and state authorities</li> <li>VIII. Fundamental rights</li> </ol> </li> <li>2. Paper - Legal systems in Sri Lanka               <ol style="list-style-type: none"> <li>I. Legal History of Sri Lanka</li> <li>II. Organization of the Judiciary</li> <li>III. Court Ordinance Sri Lanka (Chapter 6) Administration of Justice Law (No. 44 of 1971).</li> </ol> </li> <li>3. Paper - Criminal law and real law               <ol style="list-style-type: none"> <li>I. Penal Code</li> <li>II. Evidence Ordinance</li> </ol> </li> </ol>
02	English	<p><b>Objective</b> The Objective of this examination is to assess the English Language Competence of the officers.</p>

- The focus of the examination is mainly on the candidate's skills of listening, reading, writing and grammar.

### **Scheme of evaluation**

- A written Examination (a 03-hour paper) conducted by the Commissioner General of Examination Sri Lanka
- Average pass mark is 40%

### **Content**

- The following subject areas are suggested for the candidate's reference.

#### **Listening and Speaking Skills**

The candidate should possess the ability to function effectively in the following Language functions: -

- ❖ General greeting and introduction
- ❖ Giving and getting information
- ❖ Advising, suggesting and situation
- ❖ Telephone skills
- ❖ Meeting
- ❖ Listening and notes taking skills

#### **English Grammar**

A suitable level of proficiency on the following forms of grammar in the spoken and written language is expected from the candidate: -

- ❖ Tense and number
- ❖ Sentences (Simple/ Compound/ Complex/ Compound Complex)
- ❖ Relative clauses
- ❖ Reported speech
- ❖ Adjectives and adverbs
- ❖ Determiners
- ❖ Prepositions

#### **Writing Skills**

The knowledge on the modern formats and styles of writing is tested in this area of study: -

- ❖ Internal modes of communication
- ❖ Formal correspondence skills
- ❖ Writing descriptions/ explanations
- ❖ Summary writing skills
- ❖ Report writing skills
- ❖ Meeting minutes/ agendas/ invitations
- ❖ Comprehension

		<p style="text-align: center;"><b>Reading Skills</b></p> <p>Candidate's ability to comprehend a printed text, meaning and verbal/ written interpretation is expected.</p> <ul style="list-style-type: none"> <li>❖ Reading and understanding the specific and general meaning of a printed text</li> <li>❖ Reading and Interpretation (verbal/written</li> <li>❖ Understanding the cohesion and coherence of a passage</li> </ul>
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Prepared by: Signature: .....  
Junior Staff Officer in charge of the subject  
(Senior Staff officer in charge of the Subject)

Checked by: .....

Name: S. M. D. L. K. Sakalasuriya  
Designation: Management Services Officer  
Date: 2020.12.

Name H.M. T.I. Herath  
Designation: Assistant Director  
Date: 2020.12

Recommended and forwarded.

Signature: .....  
(Head of the Department)  
Name: C. A. Herath  
Designation: Director  
Official Stamp: .....  
Date: 2020.12.

### 3<sup>rd</sup> Efficiency Bar Examination of the Legal Officer Post of the Executive Service Category of the National Secretariat for Persons with Disabilities

01. Name of the Examination- Efficiency Bar Examination of the Legal Officer Post of the Executive Service Category

02. Description of the Examination

	Question Paper	Time	Total Marks	Pass Marks
01	Management	03 Hours	100	40%

03. Appointing Authority - By the Commissioner General of Examinations or by an institution authorized by the Secretary to the State Ministry of Samurdhi, Home Economics, Microfinance, Self-Employment and Business Development

04. How often is it held? - Twice a year

05. Syllabus for the examination -

	Name of the Question Paper	Syllabus
01	Management	<ul style="list-style-type: none"> <li>• Management Principles</li> <li>• Management functions</li> <li>• Participatory management</li> <li>• Management environment</li> </ul>

Prepared by: Signature: .....  
 Junior Staff officer in charge of the subject  
 (Senior Staff officer in charge of the Subject)  
 Name: S. M. D. L. K. Sakalasuriya  
 Designation: Management Services Officer  
 Date: 2020.12.

Checked by: .....  
 Name H.M. T.I. Herath  
 Designation: Assistant Director  
 Date: 2020.12

Recommended and forwarded.

Signature: .....  
 (Head of the Department)  
 Name: C. A. Herath  
 Designation: Director  
 Official Stamp: .....  
 Date: 2020.12.