DEPARTMENT OF PRISONS

Recruitment to the post of Legal Officer Executive Grade III Category at the Department of Prisons – 2016 (2017)

APPLICATIONS are called up, on the order of the public Service Commission, for filling vacancies in the Post of Legal Officer Grade III in Executive Category at the Department of Prisons. Applications prepared in accordance with the specimen application at the end of this notice, shall be sent in registered post on before the date mentioned in the application to below address: Commissioner General of Prisons, Prison Headquarters, 150, Baseline Road, Colombo 09. Words "Recruitment to Post of Legal Officer Grade III in Executive Category – 2016 (2017)" Shall be clearly written on the left hand corner of the envelope.

* Closing date of calling up application is 04.12.2017.

Note.– Complaints made on the loss or delay of applications and other related letters in the post will not be considered. The damages caused due to delay in the application until the closing date shall be borne by the applicant.

1. ***Method of Recruitment***.– Recruitment will be made on the basis of result of the structured interview.

2. ***Condition of Service*** :
   (i) This post permanent. You are subjected to policy decisions taken by the government on Scheme of Pension entitled to you.
   (ii) Officers appointed to this post are subjected to three (03) years probationary period and Efficiency Bar Examination shall be passed within 03 years.
   (iii) In terms of the Public Administration Circular No. 1/2014 dated January 21, 2014, Officer shall obtain the State Language Proficiency within five (05) years of appointment to the post and officers who have been recruited from a language other than a state language, shall pass relevant Language Proficiency within the probationary period.
   (iv) This appointment is subject to the Procedural Rules of the Public Service Commission, Establishment Code of the Democratic Socialist Republic of Sri Lanka, Financial Regulations, and other rules and regulations of the department.

3. ***Salary scale.***– This post entitles monthly salary scale of, Rs. 47,615- 10x1,335 - 8x1,630 – 17x2,170 - Rs. 110,895 – (SL-1-2016). (In terms of Provision of the Public Administration Circular 03/2006 and dated February 25, 2016, salary scale mentioned in schedule-1 is applied).

4. ***Educational Qualifications and Experience*** :
   (i) Shall have possessed a degree in law from a university recognized by the University Grant Commission *or*

   Shall have taken oath as an Attorney-at-Law at the Supreme Court *and*
   (ii) Shall have an active professional experience of not less than 03 years after taking oath as an attorney at Law at the Supreme Court.

5. ***Age Limit***.– Age between minimum 21 years of age and maximum 45 years of age.

6. ***Physical Qualifications*** :
   (i) Every candidate shall fit for serving anywhere in the country.
   (ii) Every candidate shall be mentally and physically fit for duty.

7. ***Other Qualifications*** :
   (i) Applicants shall be Sri Lankan Citizens.
   (ii) Applicants shall be of excellent character.
   (iii) Applications shall fulfill all qualifications required for recruiting to the post in every respect by 04.12.2017, the date of closing application.

8. ***Interview***.– Structured Interview Board will be appointed by the Public Service Commission and you are given marks for below mentioned facts.

	Subject		*Maximum Marks*
01.	**Additional Educational Qualification**		20
	Degree in Law from a recognized university ➢ With first class ➢ With upper second class ➢ with lower second class For first class in final year at Law College For second class in final year at Law College ***Note***: Ten marks shall be given if the final year examination has been passed with Honour only. (Marks will be given to the highest qualification. (Only for one of a qualifications from degree or law college degree)	 20 15 10 15 10	
02.	**Additional Professional Qualifications.** For a post graduate diploma in relevant field not less than one year (01) from a recognized Institute or Post Graduate Diploma in Law. (05 Marks for one diploma) For a diploma course in relevant field not less than six (06) months from a recognized institute. (03 Marks for one diploma) For a certificate course in relevant field not less than three (03) months form a recognized institute. (02 Marks for each course)		15
03.	**Extra Experiences.** Experience as an Attorney at Law in public sector or private sector-more than 06 months and less than 01 year- 02 Marks. 05 Marks for one year and maximum 30 marks (Except 03 years required for obtaining basic qualifications to be a Attorney At Law) (Additional experience shall be confirmed by a certificate from a Attorney At Law or President's Counsel or judge with not less than 20 years experience.)		30
04.	**Computer Literacy** Having studied Information Technology as a main subject for a university degree recognized by the University Grant Commission. For a Diploma Course in Information Technology not less than one year from a recognized government institute or 1500 hours. For a certificate course in Information Technology from a recognized government institute. - 06 months/720 hours - 03 months/360 hours	 15 10 07 05	15
05.	**English Language Proficiency** Post Graduate Degree/Degree/ Post Graduate Degree in Law/ Degree in Law studied in English medium. (All examination papers shall be answered in English medium) Diploma in English Language from a university recognized by the university Grant Commission or a recognized government institute. (01 year or 1500 hours) Certificate Course in English Language from a university recognized by the university Grant Commission or a recognized institute. ➢ 06 months/720 hours ➢ 03 months/360 hours	 15 05	15
06.	**Skill shown at the Interview**		5
	Total		100

Note: Experience, educational qualifications, and external activities relevant to the post shall be confirmed by certificates. Those qualifications shall be valid to the date of closing application.

9. Accurate information shall, carefully be furnished in filling the application. If certain applicant is noticed of not suitable in checking qualifications, her/his candidature will be cancelled. If information furnished by the applicants seems wrong in any occasion he/she can be dismissed from the government service.

10. The application shall be in the form of the specimen appended to this notification and shall be prepared by the candidate himself on paper of size 3.27"x11.69" (A4) using both sides. Also, applications prepared using computer or type writer will be accepted. It should be specially noted that the application form should be prepared that cages 01 to 06 appear on the first side of the paper, cages 07 to 11 appear on the other of the paper and remaining cages in third page. Relevant information shall be furnished by his/her own handwriting. Application that do not comply with the specimen and not completed in every aspect shall be rejected without any notification. (It is advisable to keep a photocopy of the application with candidate). It is the responsibility of the candidate to make sure that the application form perfected by him/her complies with the specimen given in the examination notice as otherwise application will be rejected.

11. All applicants applied for will be called up for the structured interview by the Commissioner General of Prisons on or before the due date on the prior opinion that only those who have qualifications have applied for. However, opportunity given to candidates for appearing for the interview, does not necessarily means that the candidate has possessed qualification to be awarded an appointment. If candidates are found to have no compulsory qualifications when qualifications are checked in terms of the notice of calling applications, his/her candidature is liable to be cancelled.

12. One of the below mentioned documents shall be produced to the satisfaction of the interview board.

    (i) National identity card issued by the Department of Registration of persons.

    (ii) A valid passport.

13. Attestation of the signature of the applicant :

    13.1. Signature of those who are already in public service shall be attested by the Head of the Department and his authorized officer.

    13.2 Attestation of signature of external applicants shall be done by an authorized person. Candidate's signature in the application form shall be attested by a Principal of Government School, a Justice of Peace, Commissioner of oaths, Attorney at Law, Notary Public, Commissioned officer in Armed Forces, an Officer holding a *Gazette* post in the Police service or an Officer holding a permanent post in public service whose annual salary is Rs. 240,360/- or more with annual salary increments of Rs. 7,740.00 or more or if officer service is on public service it shall be at attested by the Head of Department.

14. If certain matter not mentioned here is there, the Public Service Commission will decide on it. All applicants are liable to act in terms of common rules and regulations mentioned in the notice.

On order of the Public Service Commission,

Secretary,
Ministry of Prison Reforms,
Rehabilitation, Resettlement, and
Hindu Religious Affairs.

At the Ministry of Prison Reforms,
Rehabilitation, Resettlement,
and Hindu Religious Affairs.

SPECIMEN FORM OF APPLICATION

බන්ධනාගාර දෙපාර්තමේන්තුවේ විධායක සේවා ගණයේ III ශ්‍රේණියේ නීති නිලධාරි තනතුරට බඳවා ගැනීම - 2016 (2017)

RECRUITMENT TO THE POST OF LEGAL OFFICER EXECUTIVE GRADE III CATEGORY AT THE DEPARTMENT OF PRISONS – 2016 (2017)

(For Official Use Only)

01. (*a*) Name with initials at the end :————————.
(In English block capitals) *E.g.*: Silva A.B.C.

(*b*) Name in full :————————.
(In English block capitals)

(*c*) Name in full :————.
(In Tamil/ Sinhala)

02. (*a*) Permanent Address :————.
(In Tamil/ Sinhala)
(Admission card will be sent to this address)

(*b*) Permanent Address :————.
(In English block capitals)

(*c*) Official Address if work in a department :————.
(In Sinhala)

(*d*) Official Address if work in a department :————.
(In English block capital)

03. Sex:

Male 0 ☐
Female 1
(Please indicate the relevant number in the cage)

04. Civil Status:

Unmarried 1 ☐
Married 2
(Please indicate the relevant number in the cage)

05. National identity Card No.:

☐☐☐☐☐☐☐☐☐☐

06. Date of Birth:

Year ☐☐☐☐ Month ☐☐ Date ☐☐

07. Age as at the date of closing applications:

Year ☐☐☐☐ Months ☐☐ Days ☐☐

08. Citizenship :————.
(by descent/registration)

09. Educational Qualifications and Experience :————.

9.1 Educational Qualifications: (Please mention all degrees, distinction passes, details on professional and technical qualifications, if there classes please mention the those subjects and the institute.)

Examination/ Degrees	*Year*	*Subjects*	*Institute*
01.			
02.			
03.			
04.			

9.2. Experience :————.

10. Description of the present occupation:
(*a*) Position :————.
(*b*) Department/ Ministry :————.
(*c*) Date of Appointment :————.
(*d*) Whether the position permanent/pensionable/no pension/ temporary :————.
(*e*) Whether the post is permanent :————.
(*f*) Salary scale and present salary received :————.

11. Have you ever been convicted by a court for any offence (If so give particulars) :————.

I declare that information given in this form is true to the best of my knowledge. I am also aware if I have provided any false information, my candidature will be cancelled before or after the examination and if so found after selection I am liable to be dismissed from the service without any compensation.

————,
Signature of the Applicant.

Date :————.

12. Attestation of the Applicant's Signature:

I, hereby certify that Mr./Mrs./Miss. ..... (full name) is personally, known to me and he/ she has placed his/her signature in my presence on .....

————,
Signature of the Attester.

Full Name of the Attester :————.
Designation :————.
Address :————.
Date :————.
(Official seal should be placed)

13. Certificate of the Head of the Department/Institution:

I declare that the applicant Mr./Mrs./Miss. ..... is an employee of this Department/ Institution. His/ Her work and conduct are satisfactory and that he/she is qualified to apply for this post as per the *Gazette* Notification and that he/she can be released/cannot be released from service if selected for the post. (cut off unnecessary words)

————,
Signature and Designation of
the Head of Department
(Official seal should be placed)

Date :————.