

MINISTRY OF JUSTICE

Recruitment (Open) for the Sri Lanka Public Trustee in the Special Grade, Senior Executive Service Category in the Public Trustee Department - 2017

Applications will be received on the ruling of the Cabinet to select a suitable person on open basis, as the Public Trustee of Sri Lanka in the Special Grade, Senior Executive Service Category in the Public Trustee Department. Applications prepared in accordance with the Specimen that appears at the bottom of this notice should be sent by Registered Post addressed to: **Secretary, Ministry of Justice, Superior Courts Complex, Colombo 12**, to be received before the closing time stated below. The cover containing the application should be clearly marked "Recruitment of (on open basis) the Public Trustee of Sri Lanka in the Special Grade, Senior Executive Service Category of the Public Trustee Department" at the left side top corner.

Receiving of application will be closed on 31.03.2017.

NOTE: Complaints received with regard to applications lost or delayed in the Mail will not be considered. The applicants themselves should bear the consequences that may arise by waiting till the last moment to apply.

01. Method of Recruitment

Selection will be made on marks obtained at a structured interview conducted by an Interview Board appointed on approval of the Secretary to the Ministry of Justice. The Date of effecting of the appointment will be in accordance with the ruling of the Cabinet.

02. Conditions of Employment

- The post is permanent and will be subjected to decisions that may be taken by the Government hereinafter.
- The appointed officer will be subject to a 03-year probation period.
- The appointee should acquire the Language Proficiency Level as per the Public Administration Circular No. 01/2014 and its consequent circular, within 05 years. Officers who had joined service in a language medium other than an official language should acquire proficiency in one official language within 03 years and should acquire proficiency in the other official language within 05 years.
- This appointment will be subject to the Cabinet Decisions, work procedural Rules of the Public Service Commission, the Establishment Code of the Democratic Socialist Republic of Sri Lanka, government financial Regulations and other Departmental Orders.

03. Salary Scale

This post is entitled to a monthly salary scale of SL-3-2016 Rs. 88,000 - 12x2700 - Rs. 120,400/- as per the Public Administration Circular No. 03/2016. The commencing salary step relevant to the Grading System will be Rs. 88,000/-. (Will entitle to the salary stated in Schedule II therein in terms of the Provisions in the Public Administration Circular No. 03/2016 dated 25.02.2016).

04. Qualifications:

- Educational Qualifications:**
Should have obtained a Postgraduate Degree in law from an institute recognized by the University Grants Commission.
- Professional Qualifications:**
Knowledge and professional experience acquired in Personal Law, Property Law, Trust Law, Law of Inheritance, Testamentary Matters, Writing of Deeds and all matters relevant to Civil Law and Administration / Management Matter.
- Experience**
 - Should have completed 16 years as a Supreme Court Lawyer which should include 06 years as a Judicial Officer in a District Court and/or Magistrate's Court.
 - Completed a service period of 18 years as a Supreme Court Lawyer

05. Age Limit

The minimum age will be 35 years and maximum age limit will be 50 years. (for those already in the Public Service will not be affected by the age limit)

06. Physical Qualifications:

Every applicant should possess a sound physical and mental condition so as to serve in any part of the island and to discharge duties relevant to the post in a perfect manner.

07. Other Qualifications:

- The applicant should be a Sri Lankan citizen.
- The applicant should possess an excellent character.
- Should have excellent English language proficiency.
- Should have completed all the qualifications in every way which are required for the recruitment, on the closing date stated in the Applications calling Notice / Gazette Notification.
- Having knowledge in Tamil Language will be an additional qualification.

08. Structured Interview

Marks will be given at a Structured Interview conducted by an Interview Board appointed with the approval of the Ministry Secretary and the qualifications will be checked at the same occasion.

09. Method of Granting Marks

Fields where marks should be granted	Total marks
For Seniority In consideration of engaging in work relevant to the professional matters of the post, 05 marks for a period of above one year and 03 marks for a period of above 06 months totalling a maximum 40 marks.	40
For Skills 1. 20 marks for professional and educational qualifications relevant to the post. 2. 10 Marks for professional Contributions 3. 30 marks for criteria for skills and abilities identified relevant to the post. ● Communication Skills - 6 ● Management Skills - 6 ● Leadership Skills - 6 ● Extra Curricular Activities - 6 ● Personality - 6	60

10. (i) Application should be prepared in A4 Papers in 22-29 CM size and it should be prepared as to include Titles from 1-16 on the First Page and 17 onwards on the second page. Relevant details should be clearly entered therein in own handwriting. Applications, incomplete in every way, not having basic qualifications, received after the specified date and not in conformity with the specimen application will be rejected without any intimation. Keeping a copy of the application may be useful for future reference. It is further notified that the applicant should re-check the application with the specimen to make sure that everything in order. Otherwise, applications with shortcomings may be get rejected. Receipt of applications will not be acknowledged.

- N.B.:**
- Any written matter or a copy should not be attached with the application.
 - Applications of persons who fail to submit documents whenever requested will not be considered.
 - Officers already serving in the Public Service / Provincial Public Service, State Corporations should channel their applications through the Head of such institutions.

11. Cabinet orders, work procedural Rules of the Public Service Commission, Circular issued from time to time concerning the Public Service and the conditions of the Recruitment Procedure of the Public Trustee of Sri Lanka in Senior Executive Service Category in the Public Trustee Department will apply this post.

By Order of the Cabinet
Padmasiri Jayamanne
Secretary
Ministry of Justice
17.02.2017

Specimen Application

MINISTRY OF JUSTICE (For office use only)

Application for (on open basis) the recruitment of the Public Trustee of Sri Lanka, Special Grade of the Senior Executive Service Category of the Public Trustee Department

- (a) Name with initials (In Sinhala / Tamil):
Name with initials (In English Capital Letters):
- (b) Name in full (In Sinhala / Tamil):
Name in full (In English Capital Letters):
- Permanent Address (In Sinhala / Tamil):
- Permanent Address (In English capital letters):
- Telephone Nos. :
- National Identity Card No :
- Sex:
- Date of Birth: Year:..... Months:..... Date:.....
- Age as on the application closing date: Years:..... Months:..... Days:.....
- Nationality:.....
- Marital Status:
- Details of post graduate degree in the legal field:
University:
Subject Field:
Date of Awarding of Degree:
Language Medium:
- Date of Taking of Oaths as a Lawyer:
- Experience as a Lawyer:.....
No. of years:
- Professional experience as a Judicial:
Officer:
No. of Years:.....
- Post held at present:
Present place of Service:
- Professional qualification as per the para 04 in the application calling notice
i.
ii.
iii.
iv.
v.
- Qualifications as per the para 09 in the application calling notice.
i.
ii.
iii.
iv.
v.
- Language proficiency: Mark ✓ in relevant column.

	Very Good	Good	Normal	Weak
Sinhala				
Tamil				
English				

APPLICANTS CERTIFICATION

I,..... do hereby declare that all the facts stated herein are true and accurate. I certify that I have not been dismissed from state service or made to retire as a compassionate alternative due to inefficiency or been treated as vacated post. I am also aware that I should be made ineligible if any facts stated herein are found to be false or inaccurate before selection and dismissed from service without any compensation being paid if found after the appointment is made.

Date:..... Applicants' Signature

Certification by Department Head of State Service Applicants

I do hereby state that the applicant, Mr/Mrs/Miss..... is securing this ministry / Department as a in permanent / temporary / casual basis and that he/she can be / cannot be released from the present service if selected for the new post.

Signature and official seal of the
Ministry Secretary / Head of Department

Date:.....

Name:.....

Post:.....

Ministry / Department:.....