

PUBLIC SERVICE COMMISSION

RECRUITMENT TO THE POST OF DEPUTY PUBLIC TRUSTEE IN THE EXECUTIVE SERVICE CATEGORY OF THE DEPARTMENT OF PUBLIC TRUSTEE

By order of the Public Service Commission, applications are invited from the citizens of Sri Lanka with the undermentioned qualifications in order to select suitable persons to fill the two (02) vacancies in the post of Deputy Public Trustee in the Executive Service Category of the Department of Public Trustee. Application forms prepared as per the specimen form appended at the end of this notice should be sent by registered post to reach the 'Secretary, Ministry of Justice, Superior Courts Complex, Colombo 12' on or before the closing date of applications mentioned below. The words 'Recruitment to the Post of Deputy Public Trustee in the Executive Service Category of the Department of Public Trustee' should be written on the top left-hand corner of the envelope containing the application form.

Closing date of application will be 19.06.2017.

Note: No allegation that an application form or a document respecting such form has been lost or delayed in the post can be considered. Applicants who delay their applications until the last day will do so at their own risk.

01. Method of Recruitment

Recruitments will be made on the order of merit to be secured at the eligibility assessment interview to be conducted by an interview board to be appointed for the purpose by the Public Service Commission. Number of recruitments and the date on which such recruitments will take effect will be decided in accordance with the order of the Public Service Commission.

02. Terms of Engagement

- This post is permanent. It is pensionable.
- The officers recruited to this post are required to pass the Efficiency Bar Examination before the expiry of three (03) years from the date on which the recruitment will be made to this post.
- An officer recruited to this post should, in terms of the Public Administration Circular No. 01/2014 and the Circulars issued incidental thereto, be required to reach a requisite standard of proficiency in other official language.
- 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, Departmental Orders and any other regulations and orders.

03. Salary Scale

In terms of the Public Administration Circular No. 3/2016, this post which is under SI-01-2016, carries a salary of Rs. 47,615 - 10x1,355 - 8x1,630 - 17x2,170 - Rs. 110,895 per month and the salary will be paid upon placing at the salary step 12.

(The salary applicable to this post is as set out in Schedule II in conformity with the provisions embodied in P.A. Circular No. 03/2016 dated 25.02.2016).

04. Qualifications

I. Educational and Professional Qualifications

Should have possessed a Degree obtained from a University recognized by the University Grants Commission or an Attorney-at-Law of the Supreme Court.

I. Experience

- Should be a Public Officer in the Executive Service Category with a 10 (ten) year dynamic and satisfactory proof of service; or
- Should be an Officer in the Executive Level in a recognized Public Institution with not less than 10 years experience in administration affairs; (In support of this, contributions to the Employees' Provident Fund are required to be proved in documentary evidence) or
- Should have earned a dynamic professional practice with not less than 10 years upon the enrolment as an Attorney-at-Law of the Supreme Court.

Note: Preference is awarded to the applicants who have expertise, competence, knowledge and experience on civil law.

05. Age Limit

Should not be less than 35 years and not more than 50 years of age as at the closing date of applications. (The maximum age limit does not apply to the officers already in the Public Service)

06. Physical Fitness

Every applicant should be in good mental and physical order to service in any part of the island and to discharge the duties and functions of the post.

07. Other Qualifications

Every applicant must furnish satisfactory proof to the effect that he/she.

- is a citizen of Sri Lanka.
- is of excellent moral character.
- has fulfilled the necessary qualifications in every respect at the closing date of applications referred to in this notice calling for applications, and
- the proficiency in Tamil Language is considered to be an additional qualification.

08. Eligibility Assessment Interview

Marks will be given by an interview board to be appointed by the approval of the Public Service Commission and the qualifications will be checked at the same interview.

09. Marking scheme at the Interview

	Subject	Marks	Maximum Marks
01.	Additional Educational Qualifications	15	25
	Postgraduate Degree	10	
	Postgraduate Diploma		
	(Marks will be given to the highest qualifications)		
	Special Degree obtained from a recognized university		
	- First Class Pass	10	
	- Second Class (Upper Division) Pass	08	
	- Second Class (Lower Division) Pass	06	
	General Degree obtained from a recognized university		
	- First Class Pass	09	
- Second Class (Upper Division) Pass	07		
- Second Class (Lower Division) Pass	05		
First Class Honours Pass at the Final Examination of the Sri Lanka Law College	08		
Second Class Pass at the Final Examination of the Sri Lanka Law College	06		
Note: Marks should be given only if the Final Examination has been completed			
02.	Additional Professional Qualifications		30
	Diploma Course not less than 06 months (06 marks per Diploma Course) Certificate Course of 03 - 06 months (03 marks per Certificate Course)		
03.	Additional Experience		30
Experience secured exceeding to 10 years as referred to in the basic qualifications specified under the experience in Paragraph 4 of this notice of calling for applications. (05 marks per year)			
04.	Proficiency in English Language		05
	Post Graduate Degree / Post Graduate Diploma followed in English Medium	05	
	Diploma Course in English Language obtained from a recognized Institution (Course should be not less than 06 months)	03	
Certificate Course in English Language obtained from a recognized Institution (Course should be not less than 03 months)	02		
05.	Proficiency in Tamil Language		05
	G.C.E. (O/L) Examination followed in Tamil Medium	05	
	Diploma Course in Tamil Language obtained from a recognized Institution (Course should be not less than 06 months)	03	
Certificate Course in Tamil Language obtained from a recognized Institution (Course should be not less than 03 months)	02		
06.	Performance at the interview	05	05
Total			100

- Applications should be prepared on a A4 paper of 22x29 cm in size using both sides and Items 01 to 17 to appear on the first page and on the second page from 18 onwards and it should be filled by the candidate's own legible handwriting. Applications which are not in conformity with the specimen appended at the end of this notice or are received after the closing date of acceptance of applications are liable to be rejected without notice. Incomplete applications and applications of applicants who do not possess the prescribed minimum requirements will also be rejected. Therefore, applicants should see that their applications are as per the specimen in every respect. Further, it is advisable that a copy of the application is retained with the applicant. Receipt of applications will not be acknowledged.

- Note: (a) No documents or copies of documents should be attached to the application form.
(b) Applications of applicants who fail to produce documents when required to do so will not be considered.

- Applications from officers attached to Public Service / Provincial Public Service / Statutory Bodies and Corporations should be forwarded through the Secretaries to the Ministries / Heads of the Departments.

- Procedural Rules of the Public Service Commission, Circulars that are now in force or may be issued from time to time in the future and the Scheme of Recruitment applicable to the Executive Service Category of the Department of Public Trustee shall be applicable to this post.

By the order of the Public Service Commission.

Padmasiri Jayamanna

Secretary,

Ministry of Justice

17.05.2017

Specimen Application Form

PUBLIC SERVICE COMMISSION

Application for the Post of Deputy Public Trustee in the Executive Service Category of the Department of Public Trustee

No:
(for office use only)

- Name with initials (in Sinhala / Tamil):
 - Name with initials (in English Block Capitals):
 - Full Name (in Sinhala / Tamil):
 - Full Name (in English Block Capitals):
- Permanent Address (in Sinhala / Tamil):
- Permanent Address (in English Block Capitals):
- Telephone No.:
- National Identity Card No.:
- Sex:
- Date of Birth: Year: Month: Date:
- Civil Status:
- Age as at the closing date of applications: years months days
- Nationality:
- Particulars in respect of the Degree:-
University :
- Subjects :
- Date on which the degree was conferred:
- Medium :
- Date of enrolment as an Attorney-at-Law:
- Experience as an Attorney-at-Law:
- No. of Years:
- Present place of work:
- Present employment:
- The Service to which the applicant is attached:
- The date on which the appointment to a post in the Executive Service Category was made:
 - Service period in the Executive Service Category:
- Qualifications as per Paragraph 04 of the notice calling for applications:
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- Qualifications as per Paragraph 09 of the notice calling for applications:
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- Languages proficiency (Mark ✓ in the relevant box)

	Very Good	Good	Ordinary	Weak
Sinhala				
Tamil				
English				

Applicant's Declaration

I,, declare that the particulars furnished by me in this application are true and correct. I certify that I have not been subject to any form of disciplinary action including dismissal from the service or retirement for general inefficiency as a merciful alternative to dismissal and I have not vacated the post previously. I am also aware that, if any particulars contained herein are found to be false or incorrect, I am liable to disqualification, if detected before selection and to dismissal without compensation, if detected after appointment.

Signature of the Applicant

Date:

Certificate of the Head of the Department

I do hereby certify that Mr./Mrs./Miss, the applicant above named is serving as (Designation) of the (Ministry / Department) and that the particulars furnished by him/her in Paragraphs 14, 15 and 16 above are true and accurate and that the actions have been taken / have not been taken to commence any disciplinary actions or any disciplinary actions being conducted / not being conducted against him/her and that his/her attendance, work performance and conduct are satisfactory / are not satisfactory.

I also inform that Mr./Mrs./Miss can be/cannot be released from the service with / without a successor, if selected for this post.
(Please delete words whichever is applicable).

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

Date:

Name:

Designation:

Ministry/Department: