

## VACANCIES

### NATIONAL POLICE COMMISSION RECRUITMENT ON OPEN BASIS FOR THE POST OF LEGAL OFFICER (GRADE III OF EXECUTIVE SERVICE CATEGORY)

Applications are invited from qualified citizens of Sri Lanka for the post of Legal Officer on the National police commission.

#### **No. of Vacancies - 01**

#### **01. Method of Recruitment**

Candidate securing the highest marks based on the results of the Interview conducted by the Interview Board appointed by the National Police Commission among the applicants who have fulfilled the qualifications mentioned in this advertisement will be recruited. The interview will be conducted according to the procedure of giving marks (as mentioned under 06) approved by the National Police Commission.

#### **02. Required Qualifications**

- I. Educational Qualifications / Professional Qualifications  
Should have obtained a degree in Law from a university recognized by the University Grants Commission / should have taken oaths as an Attorney of the Supreme Court. (Higher Qualifications in law will be considered as additional qualifications.)
- II. Experience  
Should have active professional experience of not less than three (03) years after taking oaths as an Attorney of the Supreme Court.
- III. Physical Qualifications  
Every candidate should be physically and mentally fit to serve in any part of Sri Lanka as per the requirement of the National Police Commission and to discharge the duties entrusted to the post.
- IV. Others
  - Should be a citizen of Sri Lanka
  - Applicants should bear an excellent Character
  - Should have fulfilled in every aspect of all the qualifications required for recruitment to the post as at the closing date of applications.

#### **03. Conditions for deployment in service and Service Conditions.**

- I. This post is permanent and pensionable. Should abide by the policy decisions taken by the government regarding pensions.
- II. Appointment is subject to a probation period of three (03) years. Legal Officer should pass the 1<sup>st</sup> efficiency bar examination as mentioned in the recruitment procedure within three years of recruitment to Grade III.

- III. As per the Public Administration Circular No.01/2014 dated 21.01.2014, should obtain proficiency in the other official language in addition to the language of joining the service within 05 years of recruitment to the post and the officers who join the service in a language other than official languages should obtain the proficiency in the official language within the probation period.
- IV. This appointment is subject to the work procedure rules and regulations of the Public Services Commission, Establishment code of the Government of the Democratic Socialist Republic of Sri Lanka, Public Finance Regulations and other orders and instructions imposed by National Police Commission from time to time.
- V. This is an appointment of the National Police Commission.

**04. Age Limit:**

Applicants should be not less than 21 years and not more than 45 years as at the closing date of applications.

**05. Salary Scale:**

- (a) Monthly Salary Scale relevant to this post as per schedule I of the Public Administration Circular No. 03/2016 dated 25.02.2016 will be Rs.47,615 – 10x1,335 – 8x1,630 – 17x2,170 – Rs.110,895 (SL – 1 - 2016). In addition to the above an incentive of 25% of the salary will be paid to the Officers of the National Police Commission.

**06. Following Marks procedure will be followed at the Interview**

	<b>Main Fields for which Marks are Given</b>	<b>Maximum Marks</b>
01	Additional Educational Qualifications	20
02	Additional Professional Experience	15
03	Additional Experience (05 marks for every additional year of experience above 03 years under the key qualifications)	30
04	Proficiency in English Language	15
05	Knowledge in Information Technology	10
06	Skills shown at the Interview	10
	Total	100

**07. Only the candidates who have submitted applications that fulfill the qualifications in every aspect will be called for the interview.**

Originals and duly certified copies of the original Certificates should be produced at the interview.

Following documents will be accepted to certify the identity at the interview

- I. National Identity Card issued by the Commissioner of Registration of persons or
- II. Valid Passport

## **08. Submission of Applications:**

- (a) Applications should be submitted by registered post to the following address to receive on or before 20.09.2024. Applications received late will be rejected.

**Thamara D. Perera**  
**Secretary**  
**National Police Commission**  
**No.09 Building**  
**BMICH**  
**Colombo 07**

- (b) A specimen of the application to be submitted is given at the bottom of this advertisement.

Applicants should self-prepare their applications on A 4 size papers with Nos. 01 to 08 on Page 01 from 09 to 13 on Page 02 and from 14 to 15.2 on Page 03 and perfect the application in own handwriting.

- (c) The caption “Application for the Post of Legal Officer of the National Police Commission” should be mentioned on the left top corner of the envelope containing the application.
- (d) Signature of the Applicant in the application should be attested either by a Principal of a Government School / Justice of the Peace / Commissioner of Oaths / Attorney at Law / Notary Public / Commissioned Officer of the Tri Forces or by an Officer holding a permanent post in the government service drawing a monthly consolidated salary of Rs.47,615.00 or above.
- (e) Officers currently serving in public service or Provincial Public Service should submit the application through the Heads of the respective Departments.
- (f) Applications that are not in conformity of the specimen application below will be rejected. Complaints regarding loss or delay of applications will not be entertained.

## **09. Submission of false information**

If any information given by you in the application is found to be false or incorrect before recruitment, your candidature will be disqualified. If such an information is found to be false or incorrect after recruitment you will be dismissed from service subject to the relevant procedures.

## **10. National Police Commission reserves the right to fill or not fill the vacancy.**

**By order of the National Police Commission**

**Thamara D. Perera**  
**Secretary**  
**National Police Commission**  
**Building No. 09, BMICH, Colombo 07.**

**Specimen Application Form**

**Recruitment to the Post of Legal Officer for the vacancy that exists  
at the National Police Commission**

For Office Use Only

- 01. Name with Initials (Mr. / Mrs. / Miss):  
In Sinhala: .....  
In English: .....  
Name denoted by the Initials (Clearly in block letters)  
    In Sinhala: .....  
    In English: .....
- 02. National Identity Card No: .....
- 03. Date of Birth:  
    Year ..... Month ..... Date .....
- 03.1 Age as at the Closing date of Applications:  
    Years ..... Months ..... Days .....
- 04. Gender (M – Male, F – Female)
- 05. Marital Status: .....
- 06. Permanent Address (Clearly in Block Letters) :  
    (a) ..... (b) Email Address: .....
- 07. Telephone No. : Standard: .....  
    Mobile: .....
- 08. Details of the Educational Qualifications regarding Law:  
    .....  
    (a) (i) University: ..... (b) (i) Law College Registration No.....  
    (ii) Date Degree was Awarded: ..... (ii) Date the Law Exam was Passed  
    .....
- 09. Date Oaths were taken as an Attorney at Law of the Supreme Court: .....
- 10. Active experience as an Attorney at law (Number of Years) .....
- 11. Qualification as per Para 06 in the advertisement calling for Applications  
    (i) .....  
    (ii) .....  
    (iii) .....  
    (iv) .....  
    (v) .....
- 12. Have you ever been convicted by a Court of Law on any charge? YES / NO  
    12.1 If yes give details .....

13. Certification of the Applicant:

- (a) I hereby declare that the information given by me in this application is true and correct.
- (b) If this declaration of mine is proved to be false I will be disqualified for recruitment to the service and I am aware that I will be subject to dismissal if proved after appointment.
- (c) I hereby certify that I will not change any of the information given herein.

.....  
Date Signature of Applicant

14. Attestation of the Signature of the Applicant

I hereby certify that Mr. / Mrs. / Miss. .... submitting this application is personally known to me and he / she placed his / her signature under Para 13 above in my presence on .....

.....  
Signature of Attestor

Date: .....

Name of the Attestor: .....

Position: .....

Address: .....

Tel. No. ....

(Certify by Official Stamp)

15. Recommendation of the Head of Department: (Only for the Applicants in Public / Provincial Public Service)

15.1 As per the Personal File of the officer, his / her work , conduct, attendance has been satisfactory / unsatisfactory, has earned / not earned all the salary increments and was subject / not subject to any disciplinary action during the preceding five (05) years of service as at the closing date of applications.

15.2 If the officer is selected to the post applying for he / she may be / may not be released from the present post.

.....  
Signature of the Head of department and Official Seal

Date : .....