

## Open Recruitment for the Post of Legal Officer in the Executive Service Category of the Election Commission – 2025

Applications are invited from Sri Lankan citizens who meet the qualifications mentioned in this announcement to fill the vacancies in the post of Legal Officer Grade III in the Executive Service Category of the Election Commission.

### 01. Method of recruitment

Out of the applicants who have fulfilled the qualifications specified in the notification, the candidates securing the highest marks on the basis of the results of an aptitude assessment interview conducted by an aptitude assessment interview panel appointed by the Election Commission will be recruited for the vacancies. The Aptitude Assessment Interview will be conducted in accordance with the scoring procedure approved by the Public Service Commission (mentioned under No. 06).

The effective date of the appointment will be decided by the Election Commission.

### 02. Qualifications Required

#### I. Educational / Professional Qualification

Must have sworn in as an Attorney-at-Law of the Supreme Court.

#### II. Experience

The candidate should have a minimum of three (03) years of active professional experience as an Attorney-at-Law after being sworn in as an Attorney-at-Law of the Supreme Court. During the interview, the candidate must provide documents that clearly state the duration of their experience, date, and time, and bear an official stamp as proof of their active professional experience.

or

The candidate should have at least three (03) years of experience in the field of law in a government institution after being sworn in as an Attorney-at-Law of the Supreme Court. The experience should be related to the following functions:

- a) Liaising with the Attorney General's Department regarding legal affairs and cases.
- b) Legal matters related to contracts.
- c) Legal proceedings in relation to relevant legislation.
- d) Preparation of legal documents such as bills, circulars, and regulations.
- e) Experience in legal or judicial proceedings or investigative proceedings conducted by various statutory bodies.

(This experience should be demonstrated through relevant documentation attested by the Secretary, Head of Department.)

### III. Physical Qualifications

Every candidate must be physically and mentally fit to work in any part of Sri Lanka and perform the duties of the post.

### IV. Other Qualifications

- Must be a Sri Lankan citizen.
- Applicants must be of excellent character.
- Must have completed all the necessary qualifications for recruitment to the post by the closing date of application.

### 03. Terms and conditions of employment and service for this position:

- i. The position is permanent and pensionable. The candidate must submit to any future policy decisions taken by the government regarding the pension scheme they are entitled to. They must also contribute to the Widows and Orphans Pension Scheme / Widowers and Orphans Pension Scheme, paying the contribution as prescribed by the government from time to time.
- ii. The appointment is subject to a probationary period of three years. The candidate must pass the first Efficiency Bar examination as mentioned in the recruitment procedure within three years of recruitment to the post.
- iii. The candidate must obtain proficiency in other prescribed official languages/language as per the provisions mentioned in Public Administrative Circular No. 18/2020 dated 16.10.2020.
- iv. The appointment is subject to the procedural rules of the Public Service Commission, the Establishment's Code of the Democratic Socialist Republic of Sri Lanka, the government's Financial Regulations, and other departmental orders.
- v. The language medium applied for cannot be changed later, and the language medium for which the candidate is eligible for appointment will be the language medium specified in their application.

### 04. Age limit

Should be not less than 21 years or not more than 45 years of age on the closing date of application.

### 05. Salary Scale

The monthly salary scale applicable to this post is Rs. 47,615-10x1,335-8x1,630-17x2,170-110,895/- (SL-1-2016) according to the Public Administrative Circular No. 03/2006 dated 25.02.2016.

06. The following marking scheme will be applicable to the aptitude assessment interview:

Se. No.	Subject	Marks	Max. Marks
01	<p><b>Additional Educational Qualifications</b></p> <p>i) Post Graduation in Law from a University recognized by the University Grants Commission</p> <p>25</p> <p>20</p> <p>15</p> <p>10</p> <p>07</p> <p>05</p> <p>ii) A Post Graduate Diploma in Law from a University recognized by the University Grants Commission or a Post Graduate Diploma in Law from the Institute of Advanced Legal Education of the Sri Lanka Law College.</p> <ul style="list-style-type: none"> <li>• Bachelor of Law with first class pass.</li> <li>• Bachelor of Law with Second Class Upper Pass</li> <li>• Bachelor of Law with Class Pass</li> <li>• Bachelor of Law with General Pass</li> </ul> <p>obtained from a university recognized by the University Grants Commission</p> <p>ii) First Class Pass in Final Year of Law College</p> <p>10</p> <p>Second Class Pass in Final Year of Law College</p> <p>05</p> <p>Note I: The above 05 marks will be awarded only if the final examination of the Law College has been passed with honors.</p> <p>Note II: Marks will be awarded only for the highest qualification.</p>		20
02.	<p><b>Additional professional experience</b></p> <p>Additional professional experience of the same nature as mentioned in 2(ii) of the notice calling for applications (excluding the three years of experience required for basic qualification) will be considered for marks as follows:</p> <ul style="list-style-type: none"> <li>- Five marks per year, maximum 25 marks</li> <li>- For a period of more than six months and less than a year, three points will be awarded</li> </ul> <p>The completed service of not less than 15 years must be mentioned in the certificate issued on behalf of the applicant. The additional experience must be proven by a certificate obtained from a lawyer or an officer of the judicial service.</p> <p>If the candidate completed the above-mentioned qualifications during their tenure in a legal position in a government or private sector, they should prove it by means of a service certificate from the relevant department/institution head.</p> <p>Candidates with experience in election law and related judicial work will be awarded up to 10 marks, at a rate of 3 marks per year of experience (Subject to verification by certificates.)</p>	25	35
		10	

03.	<p><b>Knowledge of Information Technology:</b></p> <p>i) Have studied Information Technology or Computer Science as major subjects for a degree from a university recognized by the University Grants Commission.</p> <p>ii) Hold a Diploma in the field of Information and Communication Technology obtained from a university recognized by the University Grants Commission or from the Sri Lanka Law College or any other professional body recognized by the government.</p> <p>iii) Hold a Diploma in Computer Science or Information Technology from a university recognized by the University Grants Commission or an NVQ 5 or above Diploma in Computer Science or Information Technology from another institution.</p> <p>iv) Hold certificates obtained after taking courses/participating in training programs in the field of Information and Communication Technology law from a university recognized by the University Grants Commission or from the Sri Lanka Law College or any other government-recognized training/professional institution. A maximum of two certificates of two marks each will be awarded.</p> <p>Note: Marks will only be awarded for the highest qualification achieved.</p>	10  08  05  04	10
04.	<p><b>Language Proficiency:</b> In addition to the medium of legal education received in Sinhala, Tamil, or English, candidates will be awarded marks based on their proficiency in the other two language mediums.</p>	7.5 each	15
05.	<p><b>Skills shown in the interview</b></p> <p>i) Common sense and intelligence</p> <p>ii) Knowledge of modern expertise in the field of law</p> <p>iii) Articulation and personality</p>	05 05 05	15
	Total		100

Note: - If the certificates submitted during the aptitude evaluation interview do not specify the relevant dates, it is the applicant's responsibility to provide the dates in writing from the concerned institution. Certificates without specified dates and without confirmation of the date will not be taken into account for awarding marks.

## 07. Identity of Candidates

Candidates who have submitted complete applications will only be invited for the Aptitude Assessment Interview. During the interview, original and duly attested copies of all certificates must be presented. To prove one's identity, the following documents are accepted:

- i. Valid National Identity Card issued by the Commissioner of Registration of Persons
- ii. Valid passport.

## 08. Application procedure

To apply for the position of Legal Officer Grade III, applicants must follow the guidelines below:

- i. Applications should be sent via registered post to reach the address "Commissioner General of Elections, Election Commission, Sarana Mawatha, Rajagiriya" on or before 14.03.2025. Applications received after that date will not be considered.
- ii. Applicants must prepare their applications in their own handwriting using both sides of A4 size papers. The application should include Item Nos. 01 to 04 on the first page, Nos. 05 to 10 on the second page, and 11 and 12 on the third page. A sample application form is provided at the end of this gazette notification for reference.
- iii. The application envelope should be marked "Recruitment to the post of Legal Officer Grade III" at the top left corner.
- iv. The candidate's signature on the application must be attested by a Principal of a Government School/ Justice of the Peace/ Commissioner of Oaths/ Attorney-at-law/ Notary Public/ Commissioned Officer of the Three-Armed Forces or an officer holding a permanent position in the Government or Provincial Government Service drawing a consolidated monthly salary of Rs.47,615/- or more.
- v. Officials currently employed in public service or provincial public service should submit their applications through the Head of Department in which they are working.
- vi. Applications that do not conform to the format of the attached model application form will be rejected. Complaints about lost or delayed applications will not be entertained.

## 09. Furnishing False Information

Providing false or incorrect information in the application will result in the cancellation of the applicant's candidature if discovered before recruitment. If such false or incorrect information is discovered after recruitment, the employee will be dismissed following the relevant procedures.

10. The Election Commission reserves the right to fill or opt not to fill the vacancies.
11. In the case of any discrepancy or inconsistency between the Sinhala and English texts of this notification, the Sinhala text shall prevail.

12. The Election Commission's decision on matters not covered in this announcement or in case of any issues that may arise during the recruitment process will be final and conclusive.

**By order of the Election Commission**

H.M.T.D. Herath,  
Secretary,  
Election Commission.  
07.02.2025

**Specimen Application**  
**Open Recruitment for the Post of Legal Officer of the Election Commission – 2025**

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(For office use only)

	Language medium in which the test is taken
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Write the relevant Number in the box.(Sinhala - 2/ Tamil - 3/ English - 4)
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Note: The language medium applied cannot be changed later.

1.) 1.1. Name in full (Mr./Mrs./Miss.) :

.....  
(In Sinhala/Tamil)

1.2. Name in Full:

.....  
(In English block capitals)

1.3. Name with initials at the end: .....

(In English Capital Letters)

Ex : GUNAWARDHANA M.G.B.S.K

1.4. Name with initials:

.....  
(In Sinhala/Tamil)

2.) Address

2.1. Permanent Address:

.....  
(In English block capitals)

2.2. Permanent Address:

.....  
(In Sinhala/Tamil)

2.3. Address to which the letter calling for the interview should be sent:

.....  
(In English block capitals)

2.4. Telephone Number: .....

3.) Gender :            Female - 1            (Write the relevant number in the box)   
                              Male     - 0

4.) Civil Status:       Married     - 1            (Write the relevant number in the box)   
                              Unmarried - 2





11.) Attestation of the applicant's signature

I certify that the applicant Mr./ Mrs./ Miss. ....  
is known to me personally and he/she placed his/her signature on  
..... in my presence.

.....,  
Signature and stamp of the Attester.

Name : .....

Designation : .....

Date : .....

12.). Certification of the Head of the Department /Institution

Mr./Mrs./Miss. .... submitting the application is employed in this  
institution and holds a permanent and pensionable/temporary post and fulfills the  
requirements mentioned in the Gazette notification relevant to applying for this post and  
has not been subject to disciplinary punishment of any kind and I hereby state that he/she  
can be released from service if selected.

.....,  
Signature of the Head of the Department/ Institute.

Name: .....

Designation : .....

Address : .....

Date : .....

(Place rubber stamp)