

PUBLIC SERVICE COMMISSION

Calling for Applications for the Post of Departmental Director (Legal) in the Department of Legal Affairs

Applications are hereby invited from Legal Officers in Grade I of the Ministry of Finance, Planning and Economic Development who are currently in active service in the Department of Legal Affairs, for the purpose of filling the vacancy in the post of Departmental Director (Legal), Department of Legal Affairs.

One candidate who satisfies the qualifications and obtains the highest marks at the structured interview will be appointed for appointment to the post of Departmental Director (Legal).

1. Method of Recruitment:

Applicants who fulfill all the qualifications specified in this application notice will be called for a structured interview conducted by an Interview Board appointed by the Public Service Commission. The appointment to this post will be made by the Public Service Commission, and the effective date of appointment will be determined by the Public Service Commission.

2. Qualifications to be fulfilled:

i. Professional Qualifications:

The applicant shall be an officer in Grade I of Legal Officer or Senior Legal Officer.

ii. Physical Qualifications:

Must possess an excellent character, a good personality, and sufficient physical fitness to perform the duties of the post efficiently.

iii. Other Qualifications:

Not having been subjected to any disciplinary punishment as per Public Service Commission Circular No. 01/2020 and its subsequent amendments.

3. Salary Scale:

In terms of the provisions of Public Administration Circular No. 10/2025 dated 2025.03.25, the salary scale applicable to the SL 1-2025 Salary Code is Rs. 82,150 - 10 x 2,400 - 8 x 2,940 - 17 x 3,900 - 195,970/-.

4. The following marking scheme will be based for the structured interview:

Main Criteria for the Allocation of Marks	Awarded Marks	Maximum Marks
1. Performance (<i>Performance during the 05 years prior to 2026.06.01 will be considered.</i>)		25
Performance - Outstanding	05 (per year)	
Performance - Good	03 (per year)	
Performance - Satisfactory	01 (per year)	
2. Additional Professional Qualifications		25
Additional Period of Service beyond 10 Years of Active Professional Service after Taking Oath as an Attorney-at-Law of the Supreme Court	02 marks per year for each year exceeding 10 years (Maximum 20)	
Performing Notarial duties in Sinhala and English languages	Sinhala - 2 ½ English - 2 ½	
3. Additional Educational Qualifications (<i>Marks allocated for the highest additional qualification</i>)		10
Completion of another Postgraduate Degree in addition to a Postgraduate Degree related to Law	10	
4. Knowledge of Information Technology (<i>Marks allocated for the highest qualification</i>)		10
Possession of a Diploma or a one-year course in Information Technology from a recognized institute	10	
Possession of a course of minimum 06 months in Information Technology from a recognized institute	05	
5. Language Proficiency		10
Possession of a Diploma or a one-year course in English language from a recognized institute	05	
Possession of a course of minimum 06 months in Tamil language from a recognized institute	05	
6. Skills Demonstrated at the Interview		20
Demonstrated Communication Skills	10	
Personality	10	
Total		100

5. Conditions of Employment:

- Shall be a citizen of Sri Lanka.
- Applicants shall possess an excellent character.
- Shall have a good command of the English language.

6. Submission of Applications:

Every applicant shall have completed all qualifications relevant to the post by the closing date of applications. The application form available on the website at **www.treasury.gov.lk** shall be duly completed and either delivered by hand or sent by registered post to reach the **Secretary, Ministry of Finance, Planning and Economic Development, Colombo 01** on or before **09 .10.2026**. The top left-hand corner of the envelope containing the application should clearly state "**Post of Departmental Director (Legal)**". Copies of relevant certificates confirming qualifications shall be attached to the application.

Applicants must provide accurate and truthful information. If it is revealed at any stage during the verification of qualifications that a candidate is unqualified, his/her candidacy may be cancelled. If any information submitted by an applicant is found to be false at any stage, action will be taken to cancel his/her appointment.

Only applicants who have submitted applications on or before the due date and fulfill the qualifications specified in this notice will be called for the structured interview. However, being called for the interview shall not be treated as a recognition that the applicant fulfills the qualifications for this post. If it is revealed during the verification of qualifications at the interview that the required qualifications are lacking, the candidacy of such person will be cancelled.

7. Identity of Candidates:

Candidates shall produce their National Identity Card, valid Foreign Passport, or valid Driving License to the Interview Board to prove their identity. Original certificates together with photocopies of said original shall be submitted to the Interview Board to verify the relevant qualifications.

8. Any matter not provided for in this notice shall be determined by the Appointing Authority. All applicants shall be bound by the general rules, regulations and conditions specified in this notification.

Secretary
Ministry of Finance, Planning and Economic Development
The General Treasury
Colombo 01