



Ministry of Transport Highways,
Ports and Civil Aviation
Road Development Authority



Employment Opportunity

Applications are hereby invited from eligible officers to fill the following vacant post based on the provisions of new SOR - 2023 approved by the Management Service Department (MSD) with effect from 25.10.2023.

Post: Legal Officer

1. Qualification for External Candidates: (i or ii below)

i. LLB from a University recognized by the UGC and a license to practice as a Notary Public with a minimum of One (01) year (post qualifying) active practice in the field of Law.

OR

ii. An attorney-at-law with a license to practice as a Notary Public with minimum of One (01) year (post qualifying) active practice in the field of Law.

2.

2.1. Age :

Should not be less than 22 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

2.2. Other:

Every Applicant,

i. Should be a citizen of Sri Lanka.

ii. Should be physically and mentally fit to discharge the duties of the post well and to serve in any part of the Island.

iii. Should be of excellent moral character.

2.3. Recruitment Procedure:

As determined by the Board of Directors recruitment will be done after calling applications through a public advertisement or a newspaper advertisement and on the results of a written competitive examination and/or a structured interview conducted by a panel appointed by the Appointing Authority.

i. All recruitments to this category and the promotions within the category should be strictly in compliance with the provision of this Scheme of Recruitment.

ii. The Manual of Procedures (M.O.P.) of the institution shall be applicable to terms of employment after recruitment and all matters pertaining to that.

iii. The provision in this Scheme of Recruitment shall supersede the provision in the M.O.P. in respect of all matters provided in this Scheme of Recruitment.

2.4. Written Competitive Examination:

Subjects for the examination are given below:

- Language Proficiency
- Aptitude Test

Language Proficiency:

This paper will consist of questions to test the candidate's ability of expression, comprehension, spelling and knowledge in the application of simple rules of grammar.

Aptitude Test:

This paper will be designed to test the aptitude and ability of the candidate to perform his/her official duties.

Candidates should secure at least 40% of the marks allocated for each subject and an aggregate of at least of 50% of the total marks to pass the recruitment examination.

2.5. Structured Interview:

Marks allocated for the interview are as follows:

- Relevant additional experience - 30 Marks
 - Relevant additional qualifications - 30 Marks
 - Other achievements - 15 Marks
 - Performance at the interview - 25 Marks
- 100 Marks

➤ If selected through a written competitive examination and a structured interview final selection will be in the order of merit based on the aggregate of 60% of the marks obtained at the written examination and 40% of the marks obtained at the interview.

➤ If selected through a structured interview - appointments will be made purely in the order of merit at the interview.

2.6. All recruitments to this category will be only to Grade II. Number of recruitments to be decided as per the number of vacancies within the category.

2.7. Qualifying Date:

The applicant will be treated as qualified for application for a post only if he/she has completed the necessary qualifications specified under 1,2.1 and 2.2 before the closing date of applications.

2.8. Confirmation:

An external candidate appointed to the Grade II of this category will be on probation for a period of three years from the date of assumption of duties. If his/her performance and conduct is satisfactory during the period of probation, and on completion of the 1st Efficiency Bar Examination he/she will be confirmed in the post at the end of the period of probation. The internally selected candidates already confirmed in a post in the institute will be subjected to an acting period of one year.

2.9. Salary at Recruitment:

Persons recruited externally will be placed at the initial step of the salary scale. The salary of persons recruited internally will be determined in terms of the provisions in chapter VII of the Establishment Code.

3. Promotions:

The promotional procedure, based on performance, shall be as follows:

3.1. Promotion from Grade II to Grade I of the category:

(a) Pre-requisites

- Should have been confirmed in the post.
- Should have completed Minimum of 10 years of service in Grade II and earned 10 salary increments
- Showing an average or above average performance according to the approved scheme of performance appraisal during a period of 10 years preceding the promotion.
- Should have completed 05 years of satisfactory service preceding the promotion.
- Should have achieved the necessary level of proficiency in second language.
- Successful completion of due Efficiency Bars.

(b) Mode of Promotion:

Through the application forms introduced by the employer, a request should be made by the qualified employees. The appointing authority, after verification of qualifications will take action to promote the qualified employees to Grade I with effect from the date they fulfill all prerequisites.

4. Syllabus for the Efficiency Bar Test:

4.1. The Syllabus should be prepared relevant to each post covering the following components.

4.1.1. First Efficiency Bar Examination (to be completed within 03 years from the date of appointment to Grade II)

Candidates should sit a written examination which shall consist of the following subjects.

- General Administration and State Policy
- Public Finance Management
- General Management

• General Administration and State Policy:

This paper will be designed to test the knowledge of the employee concerned in good office practice and systems, current circular instructions and provisions of the Establishment Code and his / her knowledge of the current state policy relating to the functions conferred upon the institute.

• Public Finance Management

This paper is designed to test the knowledge of the employee on Public Finance Management with special reference to the public corporations

• General Management:

This paper will be designed to test the employee's power of constructive thinking and problems solving ability. The employee will be presented with one or more situations posing problems to which solutions are required, and questions on Management Principals.

Candidates should secure Minimum of 40% marks for each subject from this examination to pass the 1st Efficiency bar.

Candidates should pass this efficiency bar to be confirmed in the post.

4.1.2. Second Efficiency Bar Examination (to be completed within 05 years from the date of promotion to Grade I)

A post graduate degree (Masters) qualification in a relevant field or a Chartered membership in the relevant recognized professional institute.

5. Appointing authority will be the Board of Directors of the RDA

6. Definition:

6.1. For all purposes arising out of this Scheme of Recruitment "Satisfactory Period of Service" means, a period of service during which all the due salary increments during the period immediately preceding the date of application for promotion, have been earned and not subjected to any punishment (other than a warning or a severe warning) for any offence committed by the officer during the period.

6.2. "Due Date" means the date on which this Scheme of Recruitment comes in to effect.


7. **Salary scale:** MM 1-3 - 2016: Rs. (55,925 - 10 x 1375 - 15 x 1910 - 98,325) + all other allowances approved by the Government and Road Development Authority.

8. Submission of the Application:

Duly completed applications along with educational, professional qualifications together with the relevant transcripts and service experience certificates should be sent to Deputy Director General (Human Resource Management & Administration), Road Development Authority, "Maganeguma Mahamedura", First Floor, No. 216, Denzil Kobbekaduwa Mawath, Koswatta, Battaramulla on or before 03.02.2025 and the post applied for should be clearly indicated on the top left corner of the envelope.

➤ General Conditions applicable to the post:

- Employees' Provident Fund contribution by the Authority is 12% against 8% to be contributed by the Employees plus additional contribution of 3% towards Employees' Trust Fund.
- Applicant working in the Govt. Departments / state corporations / statutory boards & Authorities should send their applications through the respective heads of the institution / organization.
- Name, address and telephone numbers of two non-related referees should be stated in the application to obtain verifications of the applicant.
- The Qualifications mentioned in the application itself and the relevant certificates such as professional, educational (with relevant transcript) & service experience certificates etc. annexed with the application should be considered only for short listing the applications and selection process.
- Applications that are not properly filled in accordance with the given format and non-submission of photocopies of relevant certificates together with the application will be rejected.
- The required formal application is annexed herewith.


S.M.P. Suriyabandara
Director General
Road Development Authority

Application for the Post of Legal Officer in the Road Development Authority
(for External Candidates)

01	Name with initials:		
02	Name in full:		
03	Address:	Private:	
		Official:	
04	Date of Birth (Year/Month/ Date):		
05	National Identity Card Number:		
06	Nationality:		
07	Gender : Male/Female		
08	Telephone Number and Fax number:	Private	
		Official	
		Mobile	
		Fax:	
		E-Mail Address	
09	Present position & place of work:		
10	Present Grade & Date of promoted to the present Grade :		
11	Present Salary Code:		

12. Qualified under which category as per the Circular: Category : i / ii

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External Qualification

Category (i)

Degree (LLB) Qualifications:

Title of the Degree	Name of the University/ Institution	Local or Foreign	Effective date of Qualification

WITH

Details of Experience:

Organization	Position/ Designation	Period From - to	No. of Years

OR

Category (ii)

<p>An attorney-at-law with a license to practice as a Notary Public with minimum of One (01) year (post qualifying) active practice in the field of Law.</p>
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13. Any Other Qualifications:

14. If it is required to sit the exam, Medium of appearing for the exam (✓):

Sinhala	
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Tamil	
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English	
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16. Non-related Referees

i. Name -
Address -
Contact No. -

ii. Name -
Address -
Contact No. -

I certify that the above particulars furnished by me are true and correct.

Date:

Signature of the Applicant:

**Director General,
RDA**

Mr. / Mrs., (Designation) has been working in our organization since If he/she is selected for this post. He / She can be released from our organization.

Date:

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Head of the organization / division