

JUDICIAL SERVICE COMMISSION

Open Competitive Examination for the Recruitment of Court Book Binder Grade III in the Scheduled Public Officers' Service - 2021

IN terms of the Scheduled Public Officers' Service Minute published in the *Extraordinary Gazette* bearing No. 2088/26 dated 11.09.2018 and the Judicial Service Commission decision dated 14.10.2021 applications are called from applicants who possess the required qualifications for the Open Competitive Examination for the recruitment of Court Book Binder Grade III in the Scheduled Public Officers' Service as per the decision of the Judicial Service Commission.

02. Recruitments are made to Grade III of the Court Book Binders' Service by this examination.

03. It is hereby notified that this examination will be held in Colombo by the Secretary, Judicial Service Commission. The secretary, Judicial Service Commission reserves the right to postpone or cancel this examination subject to the Instructions of the Judicial Service Commission.

04. (a) *Syllabus of the written examination.*

(i). General Intelligence :

This question paper may consist of subject related questions designed to test the applicants' skill at numbers and power of critical reasoning and may consist of quantitative, language questions and questions related to pictorial structures and inter relationship.

(ii). General Knowledge :

It is expected to test the applicants' knowledge in social, economical and cultural facts/ incidents and facts/ incidents of scientific and technical development in Sri Lanka

(iii). Language and Comprehension :

This question paper may consist of subject related questions designed to test the applicants' ability of expression, comprehension, spellings, summarizing passages, expressing the idea of several given sentences in one sentence and use of simple grammar.

Applicants should answer one question paper that has been prepared inclusive of all above three subjects and they will be given 02 hours to answer the paper. (This paper will consist of multiple choice questions, short questions, questions on structured essays and essays.)

Note : Illegible hand writing will be penalized.

(b) A number of applicants equal to the number of vacancies allocated for said examination may be appointed following the descending order beginning from the highest scorer of marks after an interview for verification of qualifications. However, the Judicial Service Commission may determine not to fill a certain number of vacancies.

05. *Conditions of Service.*

5.1 A selected candidate is appointed to grade III of the court Book Binders' Service subject to general conditions governing the appointments in Public Service, terms and conditions set out in the Schedule Public Officers' Service Minute published by the *Extraordinary Gazette* of the Democratic Socialist Republic of Sri Lanka No. 2088/26 dated 11.09.2018 amendments already made and will be made thereto in due course to the said Service Minute, provisions of the Establishments Code and Financial Regulations.

5.2 This post is permanent and pensionable. Though it has been stated above that the posts in the Scheduled Public Officers' Service are pensionable, the officers that are to be recruited to Grade III of the Court Book Binders'

Service in future will be subjected to the decisions taken by the Government and/or Judicial Service Commission in relation to the Pension scheme applicable to them.

- 5.3 This appointment is subject to an probation period of three years. The Efficiency Bar Examination shall be passed by the officer, within 05 years after recruitment to Grade III of the Court Book Binders' Service.
- 5.4 The proficiency in the relevant level of the official language prescribed for Grade III of the Court Book Binders' Service should be achieved within 05 years after appointment in terms of the Public Administration Circular No. 01/2014 and amendments done thereto and Judicial Service Commission Circular No. 396 and amendments done thereto.
- 5.5 The appointments of the applicants who fail to assume duties in the post to which they are appointed on the due date and/or applicants who refuse or neglect to assume duties in a post or in an area into which they are appointed, are cancelled at the discretion of the Judicial Service Commission.
06. *Salary.* As per Service Commission Circular No. 386 dated 24/06/2016 issued subsequent to No. 03/2016 by the Judicial Service Commission, the monthly salary scale applicable to Grade III of the Court Book Binders' Service in the Scheduled Public Officers' Service is (PL 2-2016) Rs. 25,250 - 10x270 - 10x300-10x330-12x350-Rs. 38,450 (Initial Salary Step - Rs. 25,250). Salary will be paid from the effective date of the appointment in terms of the provisions set out in above circular.
07. *Qualifications.*
Following qualifications shall have been completed to be recruited to Grade III of the Court Book Binders' Service in the Scheduled Public Officers' Service.
- Educational and professional qualifications,*
- (a) Be a citizen of Sri Lanka
- and*
- (b) Should not be less than eighteen (18) years and not more than thirty (30) years of age
- and*
- (c) Shall have passed G.C.E. (Ordinary Level) Examination in six (06) subjects including Sinhala/Tamil Language and Mathematics with credit passes for three (03) subjects including Sinhala/Tamil Language at one sitting.
- and*
- (d) Shall have acquired a certificate having successfully followed a course on Book Binding at least for a period of not less than 01 month at the Department of National Archives or any other government institution.

Note - Upper age limit for applicants who are already in the Government Service and Provincial Public Service is forty five (45) years.

N.B.- It is compulsory that every applicant should have fulfilled all the qualifications required for the respective post by 5th of November 2021 or prior to said date.

08. *Examination fees* - Examination fee is Rs. 400/- . The receipt obtained by paying said amount to People's Bank, Dam Street Branch to the credit of account of Secretary, Judicial Service Commission No. 297100199025039 should be affixed using one edge of the receipt on the due place of the application so as not to be detached. (A photocopy of the receipt should be kept with the applicant for future use) The fee will not be refunded under any circumstances, while money orders and stamps will not be accepted in respect of the fee.

09. *Method of applying :*

- (a) Applications should be prepared in compliance with the specimen application form annexed to this notification using both sides of the paper of size 8 1/2"x12" (A4) and it should be completed in applicant's own handwriting, Computerized/Typed applications can also be used for this purpose.

Applications which are incomplete and not prepared in accordance with the specimen form will be rejected without any notice. (It would be advisable to keep a photocopy of the completed application form). It is the responsibility of the applicant to make sure that the application form prepared by him/her complies with the specimen given in the examination notice, as otherwise the application may be rejected.

- (b) Applications duly perfected should be sent by registered post to reach, the address "Secretary, Judicial Service Commission Secretariat, Colombo 12" on or before 15.12.2021. The words " Open Competitive Examination for recruitment to Grade III of the Court Book Binders' Service 2021" should be clearly written on the top left hand corner of the envelope in which the application is enclosed. Any application received after the due date will be rejected.
- (c) Applicant's signature in the application form should have been attested by a Principal of a government School, a Justice of Peace, Commissioner for Oaths, an Attorney at - Law, Notary Public, Commissioned Officer in the Armed Forces, an Officer holding a *Gazetted* post in the Police Service or an Officer holding a permanent post in Staff Grade in the Public Service.
- (d) Applicants who are already in the Government Service and who have fulfilled above qualifications should submit their applications through their respective Heads of the Department.
- (e) Applications which have not been duly completed in every respect will be rejected. No complaints regarding applications lost or delayed in the post will be entertained.
- (f) Admission to the examination -

If the admission card is not received it should be brought to the notice of Judicial Service Commission in the manner specified in the advertisement. When informing, the name of the examination, full name of the applicant, National Identity Card Number and the address should be mentioned. In case of an applicant outside Colombo, a letter of request consisting of above mentioned details and a fax number for sending a copy of the admission card should be faxed to the fax numbers 0112421206 or 0112446111 of the Judicial Service Commission Secretariat. Further to that it would be advisable for the candidate to keep a copy of application form, copy of the receipt relevant to payment of examination fee and the postal article of posting of the application to substantiate any information when requested by the Judicial Service Commission Secretariat.

Applicant's signature in the application form and the admission card should have been attested. An applicant should get his signature attested by an officer mentioned in paragraph (c) or (d) above.

10. *Sitting for the examination.*

- (a) The Secretary of the Judicial Service Commission will issue admission cards to all applicants who have sent applications which are complete in every respect. An applicant who does not present the admission card will not be permitted to sit for the examination.
- (b) Applicant should appear for the examination at the centre specified for him/her. All the applicants should get the signature placed in the admission card relevant to the examination centre attested and present it to the head of the examination hall on the first day they sit for the examination. Applicants shall be bound by the rules and regulations imposed by the Secretary of the Judicial Service Commission for the purpose of conducting the examination. If an applicant violates these rules, he/she is liable for a punishment imposed by the Secretary of the Judicial Service Commission.

Note - The issuance of an admission card to an applicant does not necessarily mean that he/she has the required qualifications to sit for the examination.

11. *Identity of applicants -*

Applicants will be required to prove their identity in the examination hall to the satisfaction of the supervisor for each subject they offer. Any of the following documents will be accepted for this.

- (a) National Identity Card issued by the Department of Registration of Persons
- (b) A valid Passport
- (c) A valid Driving License

12. *Penalty for furnishing false information -*

If it is found that any applicant is not eligible, his/her candidature can be cancelled at any time, before, during or after the examination. If any of the particulars furnished by the applicant is found to be false with his/her knowledge or if he/she has willfully suppressed any important fact, he/she will be liable to be dismissed from the Public Service.

13. Any matter not provided for in these rules will be dealt with as determined by the Secretary of the Judicial Service Commission subject to the instructions of the Judicial Service Commission.

14. Examination will be held in Sinhala and Tamil mediums.

Note -

- i. An applicant should answer the question paper he/she sits for in one and the same language.
- ii. An applicant is not allowed to change the language medium indicated in the application.
- iii. Examination results - Issuance of results to applicants will be made by the Secretary of the Judicial Service Commission by post.

15. In the event of any inconsistency or contradiction between the Sinhala, Tamil and English texts of this notification, the Sinhala text shall prevail.

By order of the Judicial Service Commission

H. S. SOMARATNE,
Secretary,
Judicial Service Commission.

Judicial Service Commission Secretariat,
Colombo 12,
27th of October, 2021

(For Office use Only)

SPECIMEN APPLICATION FORM

JUDICIAL SERVICE COMMISSION

OPEN COMPETITIVE EXAMINATION FOR THE RECRUITMENT OF
COURT BOOK BINDER GRADE III IN THE SCHEDULED PUBLIC OFFICERS' SERVICE - 2021

01. Medium :

Language medium of examination :

Sinhala - 1

Tamil - 2

(Indicate the correct number in the cage)

02. Personal Details :

2.1 Name with initials : Mr. / Mrs. / Miss

(In English Block Capitals) (Eg: - A. P. K. SIRIWARDANA)

2.2 Name in full :

(In English Block Capitals)

2.3 Name in full :

(In Sinhala / Tamil)

2.4 Personal Address (In English Block Capitals) :

Admission card will be posted to this address)

2.5 Personal Address (In Sinhala / Tamil) :

2.6 Residing District :

2.7 Gender : Male - 1 Female - 2

(Indicate the relevant number in the cage)

2.8 National Identity Card Number

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2.9 Civil Status : Married - 1 Unmarried - 2

(Indicate the relevant number in the cage)

2.10 Date of Birth:

Date : Month : Year :

2.11 Age as at 05.11.2021 :

Years : Months : Days :

2.12 Contact Number :

Fixed : Mobile : Fax :

03. Educational Qualifications:

3.1 Particulars of G.C.E. (O/L) Examination :

- (1) Year and month of the examination :
- (2) Index Number :
- (3) Results :

Subject	Grade	Subject	Grade
1.		6.	
2.		7.	
3.		8.	
4.		9.	
5.		10.	

(Attach a copy of the result sheet)

04. Give particulars to support that a course on Book Binding has been followed as mentioned in (d) of paragraph 07.

- i. Name of the Book Binding Course followed :
- ii. Duration of the Course :
- iii. Institution in which course followed :

(Attach a copy of the relevant certificate)

05. Other qualifications :

.....

06. If you are in the Government Service, have you been subjected to any disciplinary punishment during the service period ?

If any, give particulars in brief -

07. Have you ever been convicted for any offence by any Court ?

(Indicate the mark (√) in the relevant box) (If yes, give particulars)

Yes No

.....

08. Particulars of the receipt obtained for the examination fee :

Bank to which the payment was made :
 Number and date of the receipt :
 Amount :

Affix the receipt firmly here
 (It would be advisable to keep a photocopy with the applicant)

09. Applicant's Certificate :

- (a) I, solemnly declare that particulars furnished by me in this application are true and accurate to the best of my knowledge. I agree to bear any consequence that may cause as a result of incompleteness of sections and/or provision of erroneous information. I also state that all sections herein have been correctly filled.
- (b) I am aware that if any particulars contained here in are found to be false, I am liable to disqualification before appointment and to dismissal from service if the inaccuracy is detected after appointment.
- (c) Further to that, I hereby agree to abide by all the conditions imposed by the Secretary of the Judicial Service Commission for the purpose of holding this examination.
- (d) I shall not change any information mentioned herein subsequently.

.....
 Date

.....
 Signature of Applicant

10. Attestation of Applicant's Signature :

I, hereby Certify that Mr./Mrs./Miss. who submits this application is known to me personally and that he/she placed his/her signature in my presence on and further the applicant has paid the prescribed examination fee and pasted the receipt on the application.

Date.

.....
 Signature of the officer attesting the signature

Name in full of the officer attesting the signature :
 Designation :
 Address :

(To be confirmed by official stamp)

Certification of the Head of Department (Only for Officers in the Government Service)

I, hereby recommend that Mr./Mrs./Miss serving in this has fulfilled educational qualifications required to apply for Court Book Binder Grade III of the Scheduled Public Officers' Service that he/She can be released from the present post if selected for this post, that he/she is not more than 45 years of age by 05.11.2021, that he/she placed his/her signature in my presence and that I submit his/her application herewith.

Date.

.....
 Signature of the Head of the Department
 Official Stamp