



# **SRI LANKA JUDGES' INSTITUTE**

## **VACANCIES**

### **CALLING FOR APPLICATIONS FOR RECRUITMENT TO THE POSTS OF SECRETARY AND RESEARCH OFFICER**

Applications are hereby invited from the citizens of Sri Lanka with the under mentioned qualifications for the recruitment to the Posts of Secretary and Research Officer in the Sri Lanka Judges' Institute.

#### **POST OF SECRETARY**

##### **EDUCATIONAL QUALIFICATIONS:**

##### **1: External Candidates (1 or 2 below)**

(1) (a) should possess a degree in Law obtained from a university recognized by the University Grant Commission of Sri Lanka

AND

(b) A minimum of one year post qualifying experience in the relevant field related to the post, after obtaining the degree

(2) Having passed the Intermediate Examination of a recognized professional Chartered Institute, of which the subject area is relevant to the post and a minimum one year post qualifying experience in the relevant field to the post.

##### **2. Internal Candidates**

Having obtained the qualifications required by the external candidates above.

**OTHER QUALIFICATIONS:**

- (a) Should be a citizen of Sri Lanka
- (b) Applicants should have fulfilled the necessary qualifications specified above in every respect as at the closing date of applications set out in this notice calling for applications.
- (c) Should be of excellent moral character.

**AGE:**

Shall not be less than 22 years of age and not be more than 45 years of age as at the closing date of applications. The upper age limit will not apply to the internal candidates.

**SALARY SCALE:**

**MM 1-3-2016 Rs. (55,925-10\*1375-15\*1910 – 98,325.00)**

Above Salary Scale will be applicable to four steps for the period of year 2016-2019. Full scale will be given in year 2020.

Grade	Relevant initial Salary step of year 2018 (Rs.)
MM 1- 3	44,343.00

**OTHER BENEFITS**

Cost of Living (COL) Allowance / other Allowances approved by the government.

**JOB DESCRIPTION**

Performing the following duties under the direct supervision of the Director or the Deputy Director

1. Ensuring Board Meeting and discussions are effectively organized in liaising with Board Members and the Director
2. Attending Board Meetings, taking and typing board minutes, preparing and circulating agendas and reports and approved minutes;
3. Handling all local and foreign correspondence-reports, memos, letters and their circulation with proper records and following up on pending matters;
4. Coordinate with all the government departments, ministries, relevant foreign and local funding agencies and other institutes;
5. Organize seminars, conferences, workshops and colloquiums-centralized provincial and foreign including travel and hotel reservations under the supervision of the Director and the Academic Coordinator;
6. Keeping up-to-date contact details that are useful to the institution's activities including those of appropriate officials or officers of governmental, non-governmental and the foreign judicial academies and funding organizations;
7. Keeping records of the institution's activities including future activities; and
8. Assisting in other administrative matters of the institute as and when require to do so by the Director.

## **POST OF RESEARCH OFFICER**

### **EDUCATIONAL QUALIFICATIONS:**

#### **Candidates – External**

Candidates should have a General Degree in Law which is recognized by the University Grant Commission of Sri Lanka and being an Attorney-at-Law of the Supreme Court of Sri Lanka with at Least One (01) year experience in the Academic or Research or Legal Field.

#### **Candidates – Internal**

Having obtained the qualification required by the external candidates above

### **OTHER QUALIFICATIONS:**

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

### **AGE:**

Should not be less than 22 years and not be more than 45 of age as at the closing date of applications.

### **SALARY SCALE:**

**AR 1-2016 Rs. (51,285-5x1135-5x1335-15x1590-87,485)**

Above Salary Scale will be applicable to four steps for the period of year 2016 -2019. Full scale will be given in year 2020.

<b>Grade</b>	<b>Relevant Initial Salary Step of Year 2018</b>
<b>AR 1. II</b>	<b>40,661.00</b>

### **OTHER BENEFITS**

1. Cost of Living (COL) Allowance/ Other Allowances approved by the Government

### **JOB DESCRIPTION:**

1. To provide an effective, efficient and professional research and legal information service through e-library and other means to High Court Judges, District Judges, Magistrates and Presidents of Labour Tribunals, Newly Recruited Judges and Court Registrars/staffs;
2. To liaise with the Director, Deputy Director, Consultants, Academic Coordinator, the librarian, government agencies, universities and other libraries, so that the Institute is able to effectively discharge its academic research functions in order to improve the professional standards of the Sri Lankan Judges.
3. To assist in the preparation of course materials, case materials, specialist databases and the identification and sourcing of relevant legal information

- to be used by the staff and the Judges in training sessions;
4. To do research work and assist the committee appointed to update Bench Books;
  5. To do research work and assist the committee appointed to update Judges' Manuals;
  6. To assist the Editor-in-chief and Assistant Editor to prepare Commercial Law Reports to be published by the Sri Lanka Judges' Institute;
  7. To update the SLJI Net and data base;
  8. To prepare head notes to unreported judgments.
  9. To contribute towards the ongoing management of legal research programs, projects to achieve the research objectives of the Institute by;
    - a. contributing to the development of e-Library of the Institute and the initiating research on different types of cases being handled by courts to meet the objectives of the Institute;
    - b. updating the e-Library with unreported judgments of the Supreme Court, Court of Appeal and the High Courts;
    - e. preparing research reports to be submitted to the Board of Management, Judicial Service Commission and other relevant agencies;

**METHOD OF RECRUITMENT TO THE ABOVE POST:**

Recruitments will be made on the order of merit at the structural interviews from and among the applicants who have possessed the above qualifications.

**CONDITIONS OF SERVICE:**

1. These posts are permanent subjected to probation period of three years.
2. Provident Fund and Employees' Trust Fund. The employee will be required to contribute 8% and employer will contribute 12% for EPF and 3% for ETF of the salary.

**APPLICATION PROCEDURE:**

Self prepared and duly filled applications should be sent only by registered post indicating the position on the top left hand corner of the envelope to reach the following address on or before 12<sup>th</sup> March 2018. The applications that are not duly completed and are received after the closing date will be rejected. Complaints in respect of the applications lost in the mail will not be accepted.

No telephone calls or any other mode of personal communication will not be entertained in this regard.

**Justice E.A.G.R.Amarasekara**  
**Director,**  
**Sri Lanka Judges' Institute,**  
**No.80, Adhikarana Mawatha,**  
**Colombo – 12.**

**06.02.2018**