

## JUDICIAL SERVICE COMMISSION

### Applications called for the Post of Assistant Investigation Officer

APPLICATIONS are called to recruit an officer for the post of Assistant Investigation Officer at the Judicial Service Commission Secretariat.

2. *Salary Scale.*— In terms of Public Administration Circular No. 03/2016 dated 25.02.2016 Salary scale entitled to the post is SL 1-2016. Which is Rs. 47,615-10x1335-8x1630-17x2170- Rs. 110,895/- The initial salary step will be step 03 (Rs. 50,285/-) of this Salary scale. An Efficiency Bar Examination before Rs. 58,295/- Candidates who have reached relevant salary step having completed 45 years of age will be released from the Efficiency Bar Examination. (Salary will be paid in terms of Schedule II of P.A. Circular 03/2016 till 01.01.2020).

3. *Age limit.*— Should be not less than 21 years and not more than 35 years of age as at the last date of receiving applications. The upper age limit is not applicable for those who are already employed in Public Service holding permanent and pensionable posts.

#### 4. *Educational and other qualifications :*

(a) An Attorney-at-Law who has been in active practice for a period not less than 04 years ;

*or*

(b) An Officer in Grade II of the Sri Lanka Judicial Registrars Service ;

*or*

(c) An officer with service experience in Government Legal Institutions for at least 07 years and 05 years service in Class I of General Clerical Service/ Grade I of Public Management Assistants' Service or an officer with service experience in Government Legal Institution for at least 12 years and 10 years service in Class II Segment 'A' of General Clerical Assistants' Service.

**Note.**— Experience in Court Procedure, Accounting, Administration and Auditing will be considered as an additional qualification.

5. It is compulsory that all the candidates shall have satisfied all the qualifications relevant to the post on or before the date of calling for applications.

6. All the candidates,

- (a) Should be of excellent character and good health.
- (b) Should be citizen of Sri Lanka.

7. The post is permanent and pensionable Officers should comply to policy decisions taken by the Government in the future about the pension scheme entitled.

8. The candidates should be able to provide the documents given below when requested :

- (a) Birth certificate,
- (b) Certificate of the highest educational qualification,
- (c) Certificate of the professional qualification,
- (d) Highest educational certificate in Sinhala/Tamil/ English.
- (e) Certificates in support of experience in Court Procedure Accounting, Auditing Administration Work, Investigations and disciplinary work (if available).

9. Applications should be submitted in accordance with the relevant specimen from the applications which do not confirm to the specimen application form and the incomplete applications will be rejected without any notice. Any disadvantage caused due to submitting incomplete applications will have to be borne by the candidate himself.

10. Dully filled applications should be forwarded by registered pots personally to the address "**Secretary, Judicial Service Commission Secretariat, Hulftsdorp, Colombo 12**" on or before 15.03.2018.

11. The top left hand corner of the envelope containing the application should be clearly marked "Recruitment to the post of Assistant Investigation Officer".

12. Applications from officers in Public Service/ Co-operations should be forwarded through their Heads of the Departments/Co-operations.

13. No other officer in this office except the Secretary, Judicial Service Commission should be contacted in relation to the applications or any other relevant document.

14. Attention of the candidates is focused to the general conditions relevant to Public Service appointments Published in the *Gazette* of the Democratic Socialist Republic of Sri Lanka.

SANJEEWA SOMARATNE,  
Secretary,  
Judicial Service Commission.

Judicial Service Commission Secretariat,  
Colombo 12.  
February 2018.

JUDICIAL SERVICE COMMISSION

SPECIMEN APPLICATION FORM FOR THE POST OF ASSISTANT  
INVESTIGATION OFFICER

01. Name in Full (Block letters) :\_\_\_\_\_.

02. (i) Permanent Address :\_\_\_\_\_.  
(ii) Official Address :\_\_\_\_\_.

03. Nationality :\_\_\_\_\_.

04. (i) Date of Birth :\_\_\_\_\_.  
(ii) Age :\_\_\_\_\_.

05. (i) Gender: Male/Female :\_\_\_\_\_.  
(ii) Married? Unmarried? Widow? :\_\_\_\_\_.  
(iii) Give details if spouse is employed in the Public Service/ Co-operation or Private institution :  
\_\_\_\_\_.

06. Educational/Professional Qualifications :\_\_\_\_\_.  
(with dates)

07. Give full details relevant to (a), (b) and (c) and the note in paragraph 04 of the *Gazette* Notification :\_\_\_\_\_.  
(Service periods with dates)

08. (i) If an Attorney at Law, mention the date of Enrolment :\_\_\_\_\_.  
(ii) Period of service in active practice :\_\_\_\_\_.  
(with dates)

09. Give full service details if employed in Government Service/Co-operation :\_\_\_\_\_.  
(Service periods with dates)

10. Highest examination passed :  
(i) In Sinhala :\_\_\_\_\_.  
(ii) In Tamil :\_\_\_\_\_.  
(iii) In English :\_\_\_\_\_.

11. Persons from whom personal information can be ascertained :\_\_\_\_\_  
(Should be responsible persons who are personally known to you)  
(Not applicable for persons employed in Government/ Co-operations)

(i) Name :\_\_\_\_\_  
Address :\_\_\_\_\_  
Occupation :\_\_\_\_\_  
Period of time know by you :\_\_\_\_\_.

(ii) Name :\_\_\_\_\_  
Address :\_\_\_\_\_  
Occupation :\_\_\_\_\_  
Period of time know by you :\_\_\_\_\_.

I do hereby certify that the particulars furnished by me in this application are true and accurate.

\_\_\_\_\_,  
Signature of candidate.

Date :\_\_\_\_\_.

*Certificate of the Head of the Department/Co-oration*

I hereby declare that the information furnished by the officer Mr./Mrs./Miss ..... in paragraph 09 of this application are correct according to his/her personal file. He/She can be/cannot be released from the post if selected for above post.

\_\_\_\_\_,  
Signature of the Head of Department/  
Co-oration.

Date :\_\_\_\_\_.