

## JUDICIAL SERVICE COMMISSION

### Open Competitive Examination for Recruitment to Court Clerk Grade III of Court Management Assistants' Service in the Scheduled Public Officers' Service – 2018 (2019)

01. APPLICATIONS are called from Sri Lankan citizens who possess the required qualifications for the Open Competitive Examination for recruitment to Court Clerk Grade III of Court Management Assistants' Service of the Scheduled Public Officers' Service.

This examination will be held in June 2019 at the examination centers located in the towns mentioned in Schedule 01 given below. The Secretary, Judicial Service Commission reserves the right to postpone or cancel this examination subject to the instructions of the Judicial Service Commission.

This examination will be held only in the examination centers located in the towns mentioned in Schedule – 01. The expected town to sit for the examination shall be selected as per said Schedule and the town expected to sit for the examination and the relevant number of the town should be mentioned correctly according to the Schedule - 01. The town requested to sit the examination that should be mentioned in the title of the application should be exactly in line with said Schedule.

Applicants are not allowed to change the town which they applied to sit the examination later. At the instances where the number of applicants apply for a certain town is not sufficient to hold an examination centre, they will be directed to an examination centre located in an adjoining town. In an instance where the number of applicants applied is not sufficient to hold examination centers in all or majority of proposed towns according to the number of applicants that have applied for the examination, the Commissioner General of Examinations will proceed to conduct the examination only in Colombo.

#### 02. Conditions of Service :

2.1 A selected applicant shall be appointed to Court Clerk Grade III of the Court Management Assistants' Service subject to general conditions governing the appointment in the Public Service, terms and conditions set out by the Scheduled Public Officers' Service Minute published in the *Gazette Extraordinary of 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.

2.2 This appointment is subject to a probation period of three years. The Efficiency Bar Examination should be passed within 05 years after recruiting to Court Clerk Grade III of Court Management Assistants' Service as prescribed in the Service Minute.

2.3 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, shall be cancelled at the discretion of the Judicial Service Commission.

03. *Salary.* – As per Judicial Service Commission circular No. 386 dated 24/06/2016 issued subsequent to No. 03/2016 by the Judicial Service Commission, the monthly salary scale prescribed to Court Clerk Grade III of Court Management Assistants' Service of Scheduled Public Officers' Service is (MN 2 – 2016) Rs.28,940 - 10 x 300 – 11 x 350 – 10 x 560 – 10 x 660 - Rs.47,990 (Initial salary - Rs.28,940) and you will receive said salary from 01/01/2020. Salary will be paid from the effective date of the appointment in terms of provisions set out in Schedule II of above circular.

04. 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 Court Clerk Grade III of the Court Management Assistants' 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.

05. *Qualifications.* – Applicants shall have completed following qualifications to be recruited to Court Clerk Grade III of Court Management Assistants' Service in the Scheduled Public Officers' Service.

(a) Be a citizen of Sri Lanka,

(b) Should be not less than 18 years and not more than 32 years of age on the closing date of applications.

(Accordingly, only whose date of birth falls on 01/03/2001 or prior to said date and whose date of birth falls on 01/03/1987 or after said date will qualify to apply.),

- (c) Be a person of excellent moral character,
- (d) All the applicants recruited to the Scheduled Public Officers' Service shall have a sound physical and mental fitness to service in any part of the Island and to perform the duties of the post,
- (e) Applicants should have fulfilled following educational qualifications :
- (I) Shall have passed six (06) subjects including English with Credit passes for Four (04) subjects including Sinhala/Tamil Language and Mathematics at the G.C.E.(Ordinary Level) Examination at one sitting.
- and*
- (II) Shall have passed all the subjects in G.C.E. (Advanced Level) Examination at one sitting (Except the Common General Test and General English paper) (Passing three (03) subjects under the old syllabus at one sitting would be sufficient for this purpose.)

**N.B.-** It is compulsory that every applicant should have fulfilled all the qualifications required for the respective post by 01st of March 2019, which is the date of *Gazette* notification, or prior to said date.

06. *Scheme of the examination :*

- (a) Examination will be held in Sinhala and Tamil media. Applicants may select only one language medium of their preferences and should answer all the question papers using that language medium. Applicants will not be allowed to change the language medium applied.

The examination consists of two (02) question papers.

	<i>Question Paper</i>	<i>Time</i>	<i>Total Marks</i>	<i>Minimum marks required to pass</i>
1	Language Proficiency	02 hours	100	40
2	Aptitude	01 hour	100	40

**Syllabus of the examination :**

01. *Language Proficiency:*

This question paper may consist of subject related questions designed to test the applicant's ability of expression, comprehension, spellings, language and essay, drafting letters, making paragraphs and tables based on the given data, summarizing passages, expressing the idea of several given sentences in one sentence and use of simple grammar.

02. *Aptitude :*

The paper may consist of subject related questions designed to test the applicant's skill at numbers, power of critical reasoning and general intelligence.

**Note :** Illegible hand writing will be penalized. These papers will consist of multiple choice questions, short questions, questions on structured essays and essays.

07. A number of applicants equal to the number of vacancies allocated for said examination may be appointed following descending order beginning from the highest scorer of marks amongst the applicants who have passed all the subjects of the examination after an interview for verification of qualifications. However, the Judicial Service Commission may determine not to fill a certain number of vacancies.

*Examination results.*– Issuance of results to applicants will be made by the Commissioner General of Examinations by post or *via* the website [www.results.exams.gov.lk](http://www.results.exams.gov.lk).

08. *Penalty for furnishing false information.*– If it is found that any applicant is not eligible, his/her candidature will 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 dismissed from the Public Service.

09. *Examination Fees.*– The examination fee is Rs.400/-. The receipt obtained by paying said amount to People's Bank Dam Street Branch to the credit of the account of "Secretary, Judicial Service Commission" 297100199025039 should be affixed using one edge of the receipt on the due place of the application so as not to be detached. (A photo copy of the receipt should be kept with the applicant for future use.) The examination fee will not be refunded under any

circumstances, while money orders and stamps will not be accepted in respect of the fee.

10. *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 ½" x 12" (A4) and it should be completed in applicant's own handwriting. Computerized/Typed applications can also be used for this purpose. Application should be prepared including items 01 – 02.12 in the front page, items 03 – 06 in the second page and the remaining items in the third page. Application should be completed in applicant's own handwriting in the language medium in which the applicant wishes to sit the examination. The title of the application should be mentioned in English language in addition to Sinhala language in Sinhala medium applications and in English language in addition to Tamil language in Tamil medium applications.

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 perfected by him/her complies with the specimen given in the examination notice and that the details of the receipt relevant to payment of examination fee have been included into the application form and has pasted the receipt on the application, as otherwise the application will be rejected.

- (b) Application should be prepared in the language medium in which the applicant wishes to sit the examination.
- (c) Applications duly perfected should be sent by registered post to reach the address "Secretary, Judicial Service Commission Secretariat, P.O. Box 573, Colombo 12" on or before 01.04.2019.

The words "**Open Competitive Examination for recruitment to Court Clerk Grade III of the Court Management Assistants' Service in the Scheduled Public Officers' Service – 2018 (2019)**" 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.

- (d) 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 a staff officer holding a permanent post in the Public Service.
- (e) Incomplete applications will be rejected. No complaints regarding applications lost or delayed in the post will be entertained.
- (f) Receipt of applications will not be acknowledged. The Department of Examinations Sri Lanka will publish a notice in news papers, departmental web sites, once the admission cards are issued to the applicants. However, if the admission card is not received even after 02 or 03 days of such advertisement, steps should be taken to notify the Department of Examinations, Sri Lanka in the manner specified in the advertisement. When informing, the name of the examination applied for, full name of the applicant, address and National Identity Card number should be mentioned. It would be advisable for applicants outside Colombo to fax a letter of request along with a fax number of the applicant to the Department of Examinations through the fax number 011 – 2784232 mentioned in the notification for sending a copy of the admission. Further to that, it would be advisable to keep a copy of the application, copy of the receipt relevant to payment of examination fee and the postal article of sending the application to prove any information requested by the Department of Examinations.

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. For this, any of the following documents will be accepted.

- (a) National Identity Card  
(b) A valid passport  
(c) A valid driving license

12. *Sitting the examination :*

(a) The Commissioner General of Examinations 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 the examination.

(b) Applicant should appear for the examination at the center specified for him/her. All the applicants should get the signatures placed in the admission card relevant to the examination centre ordered to, attested and present it to the head of the examination hall on the first day they sit the examination. A set of rules to be observed by all applicants is published at the beginning of this *Gazette*. Applicants shall be bound by the rules and regulations imposed by the Commissioner General of Examinations for the purpose of conducting the examination. If an applicant violates these rules, he/she is liable for a punishment imposed by the Commissioner General of Examinations.

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

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. In the event of any inconsistency or contradiction between the Sinhala, Tamil and English medium notifications, the Sinhala notification shall prevail.

By order of the Judicial Service Commission,

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

Judicial Service Commission Secretariat,  
Colombo 12,  
18th February 2019.

## SPECIMEN APPLICATION FORM

OPEN COMPETITIVE EXAMINATION FOR RECRUITMENT TO  
COURT CLERK GRADE III OF COURT MANAGEMENT  
ASSISTANTS' SERVICE IN THE SCHEDULED PUBLIC OFFICERS'  
SERVICE – 2018 (2019)

(For office use only)

## 01. Medium :

Language medium of examination

Sinhala - 2   
Tamil - 3

(Indicate the correct number in the cage)

- Indicate the town and the town number in which the applicant intends to sit the examination as per the *Gazette* notification. (See Schedule – 01 for the towns where the examination centers are located and for the respective numbers.)

Town	Number of the town
1.	

## 02. Personal details:

2.1 Name in full :\_\_\_\_\_.  
(In English block capitals)

2.2 Last name with initials: Mr./Mrs./Miss :\_\_\_\_\_.  
(In English block capitals )  
Eg. : SIRIWARDANA , A.P.K.

2.3 Name in full :\_\_\_\_\_.  
(In Sinhala/Tamil)

2.4 Personal Address (In Sinhala/ Tamil) :\_\_\_\_\_.

2.5 Residing district :\_\_\_\_\_.

2.6 Address to which the admission card should be sent (In English block capitals) :\_\_\_\_\_.

2.7 National Identity Card No. :

2.8 Date of Birth :

Date :   Month :   Year :

2.9 Age as at 01.03.2019

Years :   Months :   Days :

2.10 Sex: Male-0 Female-1   
(Indicate relevant number in the cage)

2.11 Civil Status :  
Married - 1   
Unmarried - 2   
(Indicate relevant number in the cage)

2.12 Contact Number :  
Fixed: 

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Mobile: 

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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.	

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

- (1) Year and month of the examination : \_\_\_\_\_.  
(2) Index number : \_\_\_\_\_.  
(3) Results :

Subject	Grade
1.	
2.	
3.	
4.	
5.	

04. Other qualifications : \_\_\_\_\_.

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

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

Yes :  No :

.....

06. Particulars of the receipt obtained by paying the examination fee:

Bank Branch to which the payment was made : \_\_\_\_\_.

Number and date of the receipt : \_\_\_\_\_.

Amount : \_\_\_\_\_.

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

07. 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 arise 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 herein 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 Commissioner General of Examinations for the purpose of holding this examination and issuance of results.

(d) I shall not change any information mentioned herein subsequently.

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

\_\_\_\_\_  
Signature of applicant.

08. 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 the Official Stamp)

*Certificate of the Head of Department*

I hereby recommend that Mr./Mrs./Miss. ....  
serving in this ..... has fulfilled educational  
qualifications required to apply for Court Clerk Grade III of  
the Court Management Assistants' Service, that he/she could  
be released from the present post if selected for this post,  
that he/she is not more than 32 years of age by the closing  
date of applications, that he/she placed his/her signature in  
my presence and that I submit his/her application herewith.

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

\_\_\_\_\_  
Signature of the Head of Department.  
(Official Stamp)

SCHEDULE – 01

<i>Town</i>	<i>Number of the Town</i>
Colombo	01
Gampaha	02
Kalutara	03
Kandy	04
Matale	05
Nuwara- Eliya	06
Galle	07
Matara	08
Hambantota	09
Jaffna	10
Mannar	11
Vavuniya	12
Mullaitivu	13
Kilinochchi	14
Bataloa	15
Ampara	16
Trincomalee	17
Kurunegala	18
Puttalam	19
Anuradhapura	20
Polonnaruwa	21
Badulla	22
Monaragala	23
Ratnapura	24
Kegalle	25