

## JUDICIAL SERVICE COMMISSION

### Open Competitive Examination for the Recruitment of Court Stenographer (English) Grade III of the Court Management Assistants' Service in the Scheduled Public Officers' Service - 2022

01. IN terms of provisions set out in the Scheduled Public Officers' Service Minute published in Extraordinary *Gazette* bearing No. 2088/26 dated 11.09.2018, applications are called from Sri Lankan citizens who possess the required qualifications for the Open Competitive Examination for recruitment of Court Stenographer (English) Grade III of the Court Management Assistants' Service in the Scheduled Public Officers' Service – 2022.

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.

#### 02. **Conditions of Service**

- 2.1 A selected applicant is appointed to Court Stenographer (English) Grade III of the Court Management Assistants' Service subject to general conditions governing the appointments in Public Service, terms and conditions set out in the Scheduled Public Officers' Service Minute published by the Extraordinary *Gazette* of the Democratic Socialist Republic of Sri Lanka bearing No. 2088/26 dated 11.09.2018, amendments already made and will be made 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 before 05 years from the recruitment to Court Stenographer (English) Grade III of the Court Management Assistants' Service in the Scheduled Public Officers' Service as prescribed in the Service Minute.
- 2.3 The Secretary, Judicial Service Commission is vested with the power to cancel 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, on the direction of the Judicial Service Commission.

- 2.4 The other official language proficiency applicable to the Post of Court Stenographer (English) Grade III of the Court Management Assistants' Service in the Scheduled Public Officers' Service should be acquired in accordance with circulars issued and/or circulars to be issued in due course in relation to implementation of the Official Language Policy in terms of Sec.12.18 of the Scheduled Public Officers' Service Minute published by the Extraordinary *Gazette* of the Democratic Socialist Republic of Sri Lanka bearing No.2088/26 dated 11.09.2018.

03. **Salary** : As per Judicial Service Commission Circular No. 386 dated 24/06/2016 issued by Judicial Service Commission subsequent to Public Administrative Circular No. 03/2016, the monthly salary scale prescribed to Court Stenographer (English) Grade III of the Court Management Assistants' Service of the 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/). Salary will be paid from the effective date of the appointment.

04. This post is permanent and pensionable. Though it has been stated above that the posts in the Scheduled Public Officer' Service are pensionable, the Officers that are to be recruited to Grade III of the Court Management Assistants' Service in future will be subjected to decisions taken by the Government and/or Judicial Service Commission in relation to the pension Scheme applicable to them.

#### 05. **Qualifications** :

Following qualifications shall have been completed to be recruited to Court Stenographer (English) Grade III of the 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 35 years of age.
- (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 serve in any part of the Island and to perform the duties of the post.
- (e) Should have fulfilled following educational qualifications :-
- (I) Shall have passed six (06) subjects including Mathematics with credit passes for four (04) subjects including English Language at the G.C.E. (Ordinary Level) Examination at one sitting.

and

- (II) Should have successfully followed and passed a Stenography and Typing Course at the National Youth Services Council, National Apprentice and Industrial Training Authority, Technical College or at a Government Registered Training Institution.

**N.B.** – It is compulsory that every applicant should have fulfilled all the qualifications required for the respective post by 25th February 2022 or prior to said date.

**06. Scheme of examination :-**

- (a) The examination consists of three (03) question papers

Question Paper	Total Marks	Minimum marks required to pass
01. Language Proficiency	100	40
02. Aptitude	100	40
03. Stenography and Typing (English)	100	*

(\* Judicial Service Commission may determine the minimum marks required to pass the subject 'Stenography and Typing' taking the number of vacancies into consideration.)

This Examination will be held in Sinhala and Tamil medium. **An applicant may sit for the examination only in one medium as he/she desires.**

Applicant should answer the question papers, "Language Proficiency" and "Aptitude" only

in the medium he/she has applied to sit for the Examination.

These papers will consist of multiple choice questions, short questions, questions on structured essays and essays.

Applicant should answer the question paper "Stenography and Typing" only in English medium. This paper is designed to test the aptitude and ability of the candidate to perform his official duties.

**Syllabus of the Examination**

	Name of the Question Paper	Syllabus
01	Language Proficiency	The question paper may consist of subject related questions designed to test the candidate's ability of expression, comprehension, spellings, language and essay, drafting letters, making graphs 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	This paper may consist of subject related questions designed to test the candidate's skill at numbers, power of critical reasoning and general intelligence.
03	Stenography and Typing (English)	Stenography (English) Taking down a passage dictated within 05 minutes at a minimum speed of 80 words per minute, and transcribing the notes at a speed of 08 words per minute. Typing (English) Typing a passage of 600 words at a speed of 30 words per minute.

**Note** : Illegible handwriting may be penalized.

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.

**Results of the Examination** - Results will be issued to the applicants by post by the Secretary, Judicial Service Commission.

08. **Penalty for furnishing false information -**

Any misstatement or suppression of a fact which is considered material will render the applicant liable to disqualification, if such statement or suppression is discovered before the selection and to dismissal or discontinuance if discovered after the selection.

09. **Examination fees –**

The examination fee is Rs.400/= . The receipt obtained by paying said amount to the credit of the account of ‘Secretary, Judicial Service Commission’ bearing No: 297100199025039 at People’s Bank, Dam Street Branch 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.

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” (A 4) 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) Duly completed applications should be sent by registered post to reach the address “Secretary, Judicial Service Commission Secretariat, Colombo 12” on or before 25th March 2022.

The words “**Open Competitive Examination for recruitment to Court Stenographer (English) Grade III of the Court Management Assistants’ Service in the Scheduled Public Officers’ Service - 2022**” should be clearly written on the top left hand corner of the

envelope in which the application is enclosed. Any application received after 25th March 2022 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 Public service and who have fulfilled above qualifications should submit their applications through their respective Head 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.

11. **Admission to the examination -**

Receipt of applications will not be notified. Admission cards will be issued to the applicants by post. If the admission card is not received, it should be brought to the notice of the Judicial Service Commission Secretariat. When informing, the name of the examination applied for, full name of the applicant, address and National Identity Card Number 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 should be faxed to the fax number **011 2 421 206 or 011 2 446 111** of 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.

12. **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

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

**13. 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 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.

14. 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.

15. In the event of any inconsistency or contradiction among 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,  
 18th February, 2022.

Specimen Application Form

**Open Competitive Examination for the Recruitment of Court Stenographer (English) Grade III of the Court Management Assistants’ Service in the Scheduled Public Officers’ Service - 2022**

(For office use only.)

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 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 number

2.8 Date of birth : Date:   Month:   Year:

2.9 Age as at 25.02.2022: Years :   Months :   Days:

2.10 Gender : Male - 1 Female – 2  
(Indicate relevant number in the cage)

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

2.12 Contact number :  
Permanent : ..... 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 : : .....

<i>Subject</i>	<i>Grade</i>	<i>Subject</i>	<i>Grade</i>
1.		6.	
2.		7.	
3.		8.	
4.		9.	
5.		10.	

- 3.2 Particulars of G.C.E (A/L) Examination:  
(1) Year and month of the examination : .....  
(2) Index number: .....  
(3) Results: .....

<i>Subject</i>	<i>Grade</i>
1.	
2.	
3.	
4.	
5.	

04. Stenography Course followed : .....  
(Attach a certified photocopy of the certificate of the course passed )

05. Other qualifications : .....  
.....

06. Have you ever been convicted for any offence by any Court?  
(Indicate the mark (√) in the relevant box) (if yes, give particulars)  
Yes No .....  
  .....

07. Particulars of the receipt obtained for the examination fee:  
Branch 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)

08. **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 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 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

09. Attestation of applicants' 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 the applicants who are already in Public Service.)

I hereby recommend that Mr./Mrs./Miss ..... serving in this ..... has fulfilled educational qualifications required to apply for Court Stenographer (English) Grade III of the Court Management Assistants' Service in the Scheduled Public Officers' Service that he/she could be released from the present post if selected for this post, that he/she is not more than 35 years of age by 25.02.2022, that he/she placed his/her signature in my presence on ..... further the applicant has paid the prescribed examination fee and pasted the receipt on the application and that I submit his/her application herewith.

Date :-

Signature of the Head of Department :-  
Official Stamp:-