

Post – Vacant

JUDICIAL SERVICE COMMISSION

Vacancies in the Judicial Service of Sri Lanka

APPLICATIONS are invited for posts of Officers in Class II Grade I (Magistrate) in the Judicial Service of Sri Lanka

02. Applications on forms obtainable from this office, may be made by persons having the necessary qualifications, and should reach me on or before 12.07.2004.

Note. - (i) Application on forms obtain personally or by post only by tendering a money order for Rs. 500 drawn in favour of Secretary, Judicial Service Commission, Colombo.

(ii) To ensure that applications are duly received at this office, applicants are advised either to hand over the applications personally or to send them by registered post.

03. *Salary Scheme.*—The post carries an annual salary scale of Rs. 155,000–7 x 5,520 - Rs. 193,740 (Accordingly, subject to revisions that may be effected by the Government the total monthly emoluments including allowances would be approximately Rs. 25,000)

(a) In addition 10% salary increase in terms of Public Administration Circular No. 15/200.

04. *Every applicant must be.*—

(a) of excellent moral character and physically fit ;

and

(b) a citizen of Sri Lanka

05. *Eligibility :*

(a) a Preident, Labour Tribunal who is an Attorney - at - Law and whose period of service as such President, Labour Tribunal is not less than two years ; *or*

(b) an attorney - at - Law who has or had been in active practice for not less than three years ; *or*

(c) an Attorney - at - Law who has served in a Legal capacity in my Ministry or Government Department or a State Corporation for not less than three years :

(d) an Attorney - at - Law who has served in a Legal capacity in any firm, Bank or any Establishment for not less than three years and who has regularly appeared before court during such period.

(e) Application will not be considered from persons who applied for this post earlier.

06. Candidates will be required to produce any or all of the following documents when called upon to do so :—

(a) Certificate of Birth ;

(b) Highest educational certificate;

(c) Certificate of professional qualifications ; *and*

(d) Certificate of the highest examination passed in Sinhala/ Tamil.

07. Applications from officers in the Public Service must be forwarded through the Head of Departments.

08. Applications and any other communications relating thereto must be addressed to the Secretary, Judicial Service Commission and Not to any other officer in this office.

09. Applications will be acknowledged, if any applicant does not receive an acknowledgement within One month, he should notify the Secretary, Judicial Service Commission.

P W. D. C. JAYATHILAKA,
Secretary,
Judicial Service Commission.

Office of the Judicial Service Commission,
P. O. Box 573,
Colombo 12,
May, 2004.

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OFFICIAL LANGUAGES COMMISSION

APPLICATIONS are invited from the citizens of Sri Lanka who are physically fit and bearing excellent moral character and possessing requisite qualifications conforming to this notice to fill vacancies in the following posts in the Official Languages Commission.

1. Language Officer (Trilingual) Cum Research officer.

2. Administrative Officer.

3. Chief Clerk.

4. Senior Clerk (English).

5. Steno/Typis (English).

2. Applications prepared as per specimen application shown below should be addressed to the Chairman, Official Languages Commission, Bhasha Mandiraya, 341/7, Kotte Road, Rajagiriya. The post applied by you should be marked on the top left hand corner of the envelope enclosing the application and they should be sent by registered post to the above mentioned address on or before 16th July, 2004. late applications will not be entertained.

(1) Language Officer (Trilingual) Cum Research Officer (01 Post) :

(i) *Qualifications and experience :*

- (a) (i) Should possess a degree from a recognized university.
- (ii) Should have experience in trilingual (Sinhala, Tamil and English) translation.
- (iii) Should have Computer literacy.
- (iv) Should have engaged in research work.

Preference will be given to applicants who have translated books into Sinhala, Tamil and English media.

(b) *Age limit.* - Not below 30 years and not over 45 years of age as at 01.06.2004. The upper age limit shall not apply to officers in the Public Service, Provincial Public Service and employees of State Corporations or Boards.

(c) *Salary scale.* - The salary scale attached to the post is Rs. 120,000 - 6 x 3,000 - 5 x 3,600 - Rs. 156,000 p. a. (Appointee can be placed on a point in the scale depending on the qualifications and experience).

(d) *Method of Recruitment.* - Recruitment will be done on the results of a written test and/or an interview by a special panel appointed for this purpose for the applicants possessing basic qualifications.

(2) Administrative Officer (01 Post) :

(i) *Qualifications and experience :*

- (a) (i) Should possess a degree from a recognized University with 02 years experience in Junior Executive position handling Personnel Management and General Management ; or
- (ii) An officer of the Supra Grade of the General Clerical Service (G. C. S.) with 03 years' experience in that grade in handling Personnel Management and General Management ; or
- (iii) Should have completed ten (10) years' satisfactory service in class I of the G. C. S. or in an equivalent Service including five (5) years' experience in the capacity of Chief Clerk/Staff Asst. or a similar post in the Public Service or in a Statutory Board or Corporation ; or

- (iv) Should have twelve years' (12) service as a Clerk including five (5) years' satisfactory service in the post of Chief Clerk in the Service of the Official Languages Commission.

Note. - Preference will be given to candidates who possess the following qualifications :

- (i) B. Sc. (Special) in Public Administration/B. Com degree.
- (ii) Diploma in Personnel Management obtained from a recognized Institution.

(b) Other Qualifications :

The applicant should ,

- (a) have computer literacy.
- (b) be able to handle correspondence independently.
- (c) have a very good command of the English Language.
- (d) be conversant with the Labour Laws.
- (e) have experience in the preparation of Annual Budget/ Final Accounts.
- (f) be able to maintain a good rapport with the staff and the public.

(c) *Age limit.* - Not below 30 years and not over 45 years of age as at 01.06.2004 (The upper age limit shall not apply to officers in the Public Service or Provincial Public Service or employees of State Corporations or Boards).

(d) *Salary Scale.* - The salary scale attached to the post is Rs. 102,000 - 16 x 2,700 - Rs. 145,200 p. a. (Appointee can be placed on a point in the scale depending on qualifications and experience).

(d) *Method of Recruitment.* - Recruitment will be done on the results of a written test and/or an interview by a special panel appointed for this purpose for the applicants possessing basic qualifications.

(3) Chief Clerk (01 post) :

(i) *Qualifications and Experience :*

- (a) (i) Should possess a degree from a recognized University with two (02) years' experience in a supervisory capacity handling Personnel Management and General Management ; or
- (ii) Should have completed eight (08) years' service in class I of the General Clerical Service or in a similar Service including three (03) years' experience as Chief

Clerk/Staff Asst. in the Public Service or in a Statutory Board or Corporation ; *or*

- (iii) Should possess ten (10) years' service as a Clerk including five years satisfactory service as a Clerk in the Official Languages Commission who is confirmed in the post of Clerk in the service of the said Commission.

Note.— Preference will be given to candidates who possess the following qualifications :

- (i) B. Sc. (Special) in Public Administration/B. Com. degree.
(ii) Diploma in Personnel Management obtained from a recognized institute.

(b) *Other Qualifications :*

The applicant should :

- (a) have computer literacy.
(b) be able to handle correspondence independently.
(c) have a very good command of the English Language.
(d) have a basic knowledge in the preparation of Annual Budget/Final Accounts.

- (c) *Age limit.*— Not below 30 years and not over 45 years of age as at 01.06.2004 (The upper age limit shall not apply to officers in the Public Service or Provincial Public Service or employees of State Corporations or Boards).

- (d) *Salary Scale.*— The salary scale attached to the post is Rs. 86,700 - 16 x 2,460 - Rs. 126,060 p. a. (Appointee can be placed on a point in the scale depending on qualifications and experience).

(4) Senior Clerk (English) (01 post) :

(i) *Qualifications and Experience.*—

- (a) (i) Should have passed in the G. C. E. (O/L) in not less than 6 subjects on not more than two occasions with at least 5 subjects on one occasion and credit passes in 5 subjects including English Language and Arithmetic/Mathematics.
(ii) Should have Computer literacy.
(iii) Should have 4 years experience in clerical duties in a recognized organization.

- (b) *Age limit.*— Not below 18 years and not over 45 years of age as at 01.06.2004 (The upper age limit shall not apply to officers in the Public Service or Provincial Public Service or employees of State Corporations or Boards).

- (c) *Salary Scale.*— The salary scale attached to the post is Rs. 60,000 - 9 x 1,560 - 8 x 1,800 - Rs. 88,440 p. a. (Appointee can be placed on a point in the scale depending on qualifications and experience).

- (e) *Method of recruitment.*— On the results of the written Test and/or Interview by special panel appointed for this purpose for the applicants possessing basic qualifications.

All candidates should sit an aptitude Test comprising questions designed to test the knowledge of office procedure and accounting system. This test will be conducted in English.

Note.— Hand writing of applicants will be taken into consideration.

(5) Steno-Typist (English) :

(i) *Qualifications and Experience.*—

- (a) (i) Should have passed the G. C. E. (O/L) Examination in not less than six (6) subjects in not more than two occasions, passing not less than five subjects in one sitting, with credit passes in four (4) subjects including English Language and ordinary passes in Sinhala/Tamil Language and Arithmetic or Mathematics.

- (b) Should have computer literacy.

Note.— Preference will be given to applicants who possess the following qualifications :

- (i) Successful completion of a course for Confidential Secretaries conducted by recognized Institution.

- (ii) Two years' experience as a Stenographer or a Steno-Typist in a recognized Institution.

- (c) *Age limit.*— Not below 18 years and not over 45 years of age as at 01.06.2004 (The upper age limit shall not apply to officers in the Public Service or Provincial Public Service or employees of State Corporations or Boards).

- (d) *Salary Scale.*— The salary scale attached to the post is Rs. 60,000 - 9 x 1,560 - 8 x 1,800 - Rs. 88,400 p. a. (Appointee can be placed on a point in the scale depending on qualifications and experience).

- (e) *Method of recruitment.*— on the results of a written and practical Test and Interview. This question paper will be designed to test the knowledge in expression of ideas, comprehension, syntax and grammar.

Practical Test :

Shorthand.— Shorthand at 100WPM (for 5 minutes) and Typing the record in Longhand at 8WPM.

Type Writing.— Typing a correct copy of a passage of about 600 words in 20 minutes, i. e. at the rate of 30WPM.

General Information and Application Procedure

- (a) The posts are permanent and the appointees will contribute to EPF (12% from employer and 8% from the employee).
- (b) The probation period will be three years. Appointees should during the period of probation pass the Advanced Level Language Course - Tamil in the case of Sinhala Officers and Sinhala in the case of Tamil Officers - conducted by the Official Languages Department.
- (c) Appointee who do not attain the required level of Language proficiency even within an extended period of probation will have their services terminated.
- (d) Money Order for Rs. 100 in favour of the Chairman, Official Languages Commission and encashable at Rajagiriya Post Office. Should be attached to the Application (Please do not paste the Money Order to application).
- (e) The fee of Rs. 100 will not be refunded under any circumstances.
- (f) Applications from Officers in the Public Service, Provincial Public Service, Statutory Boards/Corporations should be forwarded through their respective Heads of Departments/Institutions.
- (g) Non-compliance with these requirements will render the application liable to rejection.

Acting Chairman.

Official Languages Commission,
4th floor,
"Bhasha Mandiraya",
No. 341/7, Kotte Road,
Rajagiriya,
28th May, 2004.

OFFICIAL LANGUAGES COMMISSION

Application form for the post of

To be filled by the office

Application No :	<input type="text"/>
Receipt No. & date :	<input type="text"/>

1. Name of applicant : _____.
1.01 Name with initials : _____.
1.02 Name in full : _____.
2. Address : _____.
2.01 Permanent Address : _____.
2.02 Office Address (if any) : _____.
3. Sex : ☐ Male 1
Female 2 (indicate the relevant number in the cage)

4. Age : (A copy of Birth Certificate to be annexed) : _____.
4.01 Date of Birth : _____.
4.02 Age as at 01.06.2004
Year : _____.Month : _____. Days : _____.
5. Marital status : _____.
6. Nationality : _____.
7. Qualifications : (Copies of certificate to be annexed)

i. G. C. E. (O/L) Year : _____.

	Subjects	Grade
1.		
2.		
3.		
4.		

	Subjects	Grade
5.		
6.		
7.		
8.		

ii. G. C. E. (A/L) Year : _____.

	Subjects	Grade
1.		
2.		
3.		
4.		

iii. Degree

Name of the Degree and the University	Year	Class	Subjects

vi. Diploma

Name of the Diploma and the awarding institute	Year	Class	Subjects

v. Any other Courses followed

Name of the Course	Name of the organization that conducted the course	Course period

8. Experience

Designation	Organization	Address of the Organization	Period	Nature of work done	Reasons for leaving

Certificate of the Head of the Government Department/Ministry/Authority etc.

I hereby forward the application of Mr./Mrs/Miss who is employed in this Department/Ministry/Corporation/Authority/Provincial Council as aand his/her work and conduct are satisfactory/not satisfactory. He can be released from

9. Computer literacy : :.....
(Copies of certificates to be annexed)

10. Have you ever been convicted in any offence in the Court of Law : Yes/No.
(if yes indicate particulars)

Signature of the Head of the Department/Ministry/Corporation/Provincial Council etc.

11. Money Order No.

I do hereby certify that the particulars furnished by me in this application are true and accurate to the best of my knowledge. I am aware that if any particulars contained herein are found to be false or incorrect. I am liable to be disqualified if the detection is made before the appointment and to dismissal from service if the inaccuracy is detected after appointment.

Name :.....

Post :.....

Address :.....

Date :.....

Date :.....

Signature.

Signature of applicant.

06-317

Examinations, Results of Examinations, &c.

EFFICIENCY BAR EXAMINATION FOR OFFICERS IN CLASS II SEGMENT 'A' OF THE GENERAL CLERICAL SERVICE AND RECOMMENDED OTHER SERVICES/SHROFFS SERVICE/BOOK KEEPERS SERVICE/STORE KEEPERS SERVICE/TYPISTS SERVICE AND GRADE II OF THE STENOGRAPHERS' SERVICE OF THE PUBLIC SERVICE - 2004

IT is hereby notified that an Efficiency Bar Examination for the officers in the following services as per provisions of the approved service minutes will be held by the Commissioner General of Examination on the month of September, 2004.

- (i) Officers in Class II segment 'A' of the General Clerical Service in the Public Service
- (ii) Officers in Class II Segment 'A' of the Shroffs in the Public Service
- (iii) Officers in Class II Segment 'A' of the Book Keepers in the Public Service
- (iv) Officers in Class II Segment 'A' of the Store keepers in the Public Service
- (v) Officers in Class II Segment 'A' of the Typist's Service in the Public Service
- (vi) Officers in Grade II of the Stenographers Service in the Public Service
- (vii) Officers in Class II Segment 'A' of the Railway Clerical Service
- (viii) Officers in Class II Segment 'A' of the Postal Clerical Service
- (ix) Officers in Class II Segment 'A' of the Health Clerical Service

This examination for officers in Class II Segment 'A' of the General Clerical Service and Recommended other Services/Shroffs Service/Book Keepers Service/Store Keepers Service in Public Service will be held in Colombo, Galle, Kandy, Jaffna and Batticaloa. Officers in Class II Segment 'A' of the Typists Service and officers in Grade II of the Stenographers Service will be held in Colombo, Kandy, Jaffna, Batticaloa, Matara, Kurunegala, Rathnapura, Badulla and Anuradhapura. Relevant Towns and Town Numbers are given below.

Town	Town No.
Colombo	01
Galle	02
Kandy	03