

## Posts - Vacant

### MINISTRY OF JUSTICE AND JUDICIAL REFORMS

#### Post of Superintendent of Translations

APPLICATIONS are invited from officers presently in the Public Service or Provincial Public Service, for the post of Superintendent of Translations now vacant in the Ministry of Justice and Judicial Reforms.

#### 01. Description of the duties :-

1. Function as the head of the Translations Branch of the Ministry of Justice and Judicial Reforms,
2. Attend to translation work,
3. Supervision of the work of other officers of the Translation Branch and revision and approval of the translations done by such officers,
4. Make recommendations to the District Judges in respect of the appointment of Sworn Translators.

02. *Salary Scale.*— Rs. 142,200 - 7 x 2,700 - Rs. 161,100 (P. A. C. 15/2003).

03. *Basic Qualification.*— Passed the degree examination of a recognized University in Sri Lanka with Sinhala/Tamil/English as a subject and credit passes for the other two languages at the G. C. E. (O/L) Examination.

#### 04. Professional and other Qualifications :

- (i) Should be a translator in the Special Class of the Translators Service with a 3 year period of satisfactory service in the Ministry of Justice or in a Department under that Ministry or in the judicial field.
- (ii) Preference will be given to lawyers or those who have experience in the legal sphere.
- (iii) Proficiency in the three languages, Sinhala, English and Tamil.

05. *Terms of Engagement.*— The post is permanent and pensionable. If a person recruited to the Public Service as a new entrant on or after 01.01.2003 is recruited to this post such person is required to contribute to the contributory pensions fund at the rate of eight percent (8%) of his/her monthly earnings.

If a person who held a pensionable post prior to 01.01.2003, is recruited to this post, he/she is entitled to a pension under the Pensions Minutes and is required to contribute to the Widows' and Orphans' Pensions Fund or the Widowers' and Orphans' Pensions Fund.

06. *Method of Recruitment.*— Only the applicants, who have fulfilled the basic qualifications referred to above will be called for a

structured interview and after examining their qualifications the person who scores the highest marks will be recruited for this post.

07. Applications prepared as per the specimen set out below should be forwarded through the Head of the Department concerned.

Completed applications should be sent under registered cover to reach the address given below on or before 10.12.2004 indicating the words "Application for the post of Superintendent of Translations" on the top left hand corner of the envelope enclosing the application. (No complaints on applications not received by the specified date will be entertained. Applications received after the closing date and incomplete applications will be rejected. No responsibility will be borne in respect of applications not properly directed to the address given below.)

Secretary,  
Ministry of Justice and Judicial Reforms,  
Superior Courts Complex,  
Colombo 12.

08. The specimen application is appended below. Applicants are required to prepare their applications on paper 8 1/2 x 12" (Size A4).

09. The final decision on selection for this post remains with the Public Service Commission which is the appointing authority.

By order of the Public Service Commission,

SUHADA K. GAMALATH,  
Secretary,  
Ministry of Justice and Judicial Reforms.

Superior Courts Complex,  
Colombo 12.

#### SPECIMEN APPLICATION FORM

MINISTRY OF JUSTICE AND JUDICIAL REFORMS

POST OF SUPERINTENDENT OF TRANSLATIONS

01. (a) Name of applicant with initials :\_\_\_\_\_.

(b) Names denoted by initials :\_\_\_\_\_.

02. (a) Private Address :\_\_\_\_\_.

Telephone No. :\_\_\_\_\_.

(b) Official Address :\_\_\_\_\_.

Telephone No. :\_\_\_\_\_.

03. Date of Birth :

Year :\_\_\_\_\_, Month :\_\_\_\_\_, Date :\_\_\_\_\_.

04. Age as at the closing date of applications :\_\_\_\_\_.

05. Sex :\_\_\_\_\_.

06. Educational Qualifications : appointment and to be dismissed from service without any compensation if the inaccuracy is detected after appointment.  
(a) Degree : \_\_\_\_\_, Subjects : \_\_\_\_\_, University : \_\_\_\_\_.  
(b) G. C. E. (O/L) Sinhala : \_\_\_\_\_.  
Tamil : \_\_\_\_\_.  
English : \_\_\_\_\_.  
Date : \_\_\_\_\_.  
\_\_\_\_\_,  
Signature of applicant.
07. Professional Qualifications : *Recommendation of the Head of Department*  
(a) The post presently held : \_\_\_\_\_.  
(b) Date of appointment to the special grade of Trnaslators' Service : \_\_\_\_\_.  
(c) Place of work : \_\_\_\_\_.  
(d) Previous places of work, posts held and duration : \_\_\_\_\_.  
I hereby state that the particulars furnished by the above applicant are true and correct and that he/she is not subjected to any disciplinary order. He/She can/cannot be released if he/she is selected for the above post.
08. Other Qualifications : Date : \_\_\_\_\_.  
\_\_\_\_\_,  
Signature of the Head of Department.  
Official Seal.
- I do hereby certify that the particulars furnished herein are true and correct. I am also aware that if any particulars contained herein are found to be false or incorrect, I am liable to be disqualified before 11-105

## Examinations, Results of Examinations & c.

### NOTARIES FINAL EXAMINATION HELD IN FEBRUARY, 2004

IT is hereby notified that the following candidates have passed the Notaries Final Examination of Notaries to act as Notaries Public in the languages shown alongside their names.

<i>Name</i>	<i>Medium</i>
01. M. G. Gunaratne	Sinhala
02. R. S. de Saram	do
03. I. K. K. N. Sumathirathne	do
04. I. M. Ibrahim	Tamil
05. G. U. N. Perera	Sinhala
06. W. I. A. R. Fernando	do
07. K. Paraparalingam	Tamil
08. B. Mahadevan	do
09. H. W. S. Sriyalatha	Sinhala
10. S. Subramaniam	Tamil
11. H. B. Udagedera	Sinhala
12. A. M. Attanayake	do
13. W. A. V. S. Wickremasinghe	do
14. A. A. Niyadadupola	do
15. A. M. R. B. Atapattu	do
16. S. Sundaralingam	Tamil
17. D. A. P. Shyamalee	Sinhala
18. H. M. B. W. Herath	do
19. D. J. M. G. N. Jayamaha	do
20. J. A. Athula	do
21. D. J. G. R. S. K. Dissanayake	do
22. B. P. Niyadadupola	do
23. J. M. U. W. Seneviratne	do
24. P. Chandrathilake	do

L. K. RATHNASIRI,  
Registrar General.

18th of October, 2004,  
Registrar General's Department,  
No. 280, Main Street,  
Colombo 11.