



## JUDICIAL SERVICE COMMISSION

### Recruitment for the Post of Registrar of the Court of Appeal in the Scheduled Public Officers' Service - 2021

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 to make recruitment to the post of Registrar of the Court of Appeal in the Scheduled Public Officers' Service .

02. Conditions of Service :

- 2.1 An applicant selected to the post of "Registrar of the Court of Appeal" shall be 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 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 The proficiency in the other official language should be achieved in accordance with the level relevant to the post of Registrar of the Court of Appeal within 05 years after being appointed to the post as per the Public Administration Circular No. 01/2014 and amendments that will be made there to and Judicial Service Commission Circular No. 396 and amendments made there to.

03. Salary :

As per Public Administration Circular No. 03/2016 and Judicial Service Commission Circular No. 386 dated 24/06/2016 issued subsequent to the said by the Judicial Service Commission, the salary scale prescribed to the post of Registrar of the Court of Appeal in the Scheduled Public Officers' Service is SL1 -2016 (Monthly) Rs.47,615-10 x 1,335- 8 x 1,630 -17 x 2,170 - Rs. 110,895 ( Initial Salary – Rs.62,595/- ). Salary will be paid from the effective date of the appointment.

04. This post is permanent and pensionable.

05. Qualifications :

- a) Be a citizen of Sri Lanka ;  
and
- b) Should be not less than 30 years and not more than 45 years of age as at 07.06.2021 ;  
and
- c) A Deputy Registrar of the Supreme Court or the Court Appeal or an officer who has completed an active and satisfactory service period of 07 years in Grade I Registrars' Service of Sri Lanka and has been confirmed in one of the said posts ;  
or
- d) An Attorney-at-Law who has been in active practice for not less than 07 years.

**Note:-**

(I) Period of service as an Attorney at - Law in a staff post or in a legal capacity in any Ministry, Government Department or State Corporation or Government Statutory Board or as a teacher of Law in a recognized University or Law School shall be regarded as a period of active practice.

(II) The upper age limit will not apply to officers who are already in the Government Service, Provincial Service and Scheduled Public Officers' Service.

e) Be a person of excellent moral character.

f) Should have a sound physical and mental fitness to perform the duties of the post.

**N.B.** – It is compulsory that every applicant should have fulfilled all the qualifications required for the respective post by 07<sup>th</sup> June 2021 or prior to said date.

06. A qualified person for the post will be selected based on the result of a structured interview conducted by the Judicial Service Commission from applicants who have fulfilled the basic required qualifications.

07. An officer recruited to the service in terms of the qualifications stipulated in 05 (c) above shall be subjected to a probation period of one year from the date of appointment. An officer recruited to the service in terms of the qualifications stipulated in 05 (d) shall be subjected to a probation period of three years from the date of appointment.

08. The appointments of the applicants who fail to assume duties in the post to which they are appointed on the due date or applicants who refuse or neglect to assume duties in a post into which they are appointed, shall be cancelled by the Secretary, Judicial Service Commission on the direction of the Judicial Service Commission.

09. 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.

10. Method of Applying

(a) The application fee is Rs.500/-. The application form can be obtained by sending the receipt obtained by paying the relevant amount from any People's Bank branch to the credit of the account of 'Secretary, Judicial Service Commission' **No. 297100199025039 of the People's Bank, Dam Street Branch** along with an envelope 9x4 in size with the name and address of the applicant written on it, by registered post to the Judicial Service Commission Secretariat or by personally handing it over. When filling the receipt at the time of payment, the applicants' name and address should be stated in the space provided in the receipt.

(b) Duly perfected application should be sent under registered post to reach the address "**Secretary, Judicial Service Commission Secretariat, Colombo 12**" **on or before 11<sup>th</sup> June 2021** or the applicants should hand over the applications by personally visiting the Judicial Service Commission Secretariat.

11. (a) 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.

(b) Applicants who are already in Government Service and who have fulfilled above qualifications should submit their applications through their respective Head of the Department.

(a) 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.

12. 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.
13. In the event of any inconsistency or contradiction between 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,  
17th May 2021.

SPECIMEN APPLICATION FORM

RECRUITMENT TO THE POST OF REGISTRAR OF THE COURT OF APPEAL- 2021

(For office use only)

01. Personal details

1.1 Name with initials: Mr/Mrs/Miss.....  
(In English block capitals)eg. A.P.K.SIRIWARDANA

1.2 Name in full :.....  
(In English block capitals)

1.3 Name in full :.....  
(In Sinhala/Tamil)

1.4 Personal Address: (In Sinhala/Tamil)  
.....

1.5 Personal address: (In English block capitals)  
.....  
(Letter calling for the interview will be sent to this address)

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

1.7 National Identity Card number :

1.8 Civil Status : Married – 1 Unmarried – 2   
(Indicate relevant number in the cage)

1.9 Date of birth:  
Date   Month   Year

1.10 Age as at 07.06.2021  
Years   Months   Days

1.11 Contact Number :  
Permanent:..... Mobile:..... Fax:.....

02. If you are applying as a Deputy Registrar of the Supreme Court/ Court of Appeal, (Under the qualifications in (5c) of the notification)

- 2.1 Date of appointment to the present post:.....
  - 2.2 Date of confirmation in said post:.....
  - 2.3 Service period as at 07.06.2021.....
  - 2.4 Have you been subjected to any disciplinary punishment during the service period ?.....
  - 2.5 If yes give particulars:.....
  - 2.6 Whether all the salary increments relevant to the period have been earned?
  - 2.7 Details of the salary increments earned (Years in order)
- | Date of the increments | Salary step |
|------------------------|-------------|
| .....                  | .....       |
| .....                  | .....       |
| .....                  | .....       |
| .....                  | .....       |

03. If you are applying as a Court Registrar, (Under the qualifications in (5c) of the notification)

- 3.1 Date of appointment to Court Registrar Grade I.....
  - 3.2 Date of confirmation in said post:.....
  - 3.3 Service period in Court Registrar Grade I as at 07.06.2021.....
  - 3.4 Have you been subjected to any disciplinary punishment during the service period ?.....
  - 3.1 If yes, give particulars:.....
  - 3.2 Whether all the salary increments relevant to the period have been earned?.....
  - 3.3 Details of the salary increments earned (Years in order)
- | Date of the increments | Salary step |
|------------------------|-------------|
| .....                  | .....       |
| .....                  | .....       |
| .....                  | .....       |
| .....                  | .....       |

04. If you are applying as a Attorney-at-Law, (Under the qualifications in (5d) of the notification)

- 4.1 Date of enrolment as an Attorney-at-Law:.....
- 4.2 Courts in which you often appear at present:.....
- 4.3 If you are employed at a certain Ministry, Public Department or State Corporation or Government Statutory Board, recognized University or School of Law,
  - 4.3.1 Date of appointment:.....
  - 4.3.2 Designation and Grade:.....
  - 4.3.3 Date of confirmation:.....
  - 4.3.4 Department and the present station:.....
  - 4.3.5 Have you been subjected to any disciplinary punishment during the service period ?.....
  - 4.3.6 If yes, give particulars:.....

05. Other qualifications:

.....  
.....  
.....

06. Have you ever been convicted for any offence by any Court?(Indicate the mark ✓ in the relevant cage) (If yes give particulars)

Yes  No

.....  
.....  
.....

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.

.....  
Date

.....  
Signature of applicant

Attestation of applicant’s signature  
(Not applicable for applicant’s who are already in the Government Service.)

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.....

.....  
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)

**Recommendation of the Head of Department  
(Only for the officers in the Government Service)**

I hereby recommend that Mr./Mrs./Miss ..... serving in this ..... has fulfilled professional qualifications required to apply for the post of Registrar of the Court of Appeal, that he/she could be released from the present post if selected for this post, that he/she placed his/her signature in my presence and that I recommend and submit his/her application herewith.

Date : .....

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