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The Gazette of the Democratic Socialist Republic of Sri Lanka
EXTRAORDINARY

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PART I : SECTION (I) — GENERAL

Government Notifications

THE JUDICIAL SERVICE COMMISSION

The Scheduled Public Officers' Service

FOLLOWING Minute of the Scheduled Public Officers' Service is hereby substituted for the Minute of the Scheduled Public Officers' Service published in the *Gazette Extraordinary* No:224/15 dated 23.12.1982 without any prejudice to any action taken or purported to be taken, in terms of the power vested in the Judicial Service Commission by Article 111 H (1) and 111 H (2) of the Constitution of the Democratic Socialist Republic of Sri Lanka in relation to Scheduled Public Officers as defined in Article 111 M (a) of the Constitution of the Democratic Socialist Republic of Sri Lanka.

By order of the Judicial Service Commission,

H.S. SOMARATNE
Secretary
Judicial Service Commission

Judicial Service Commission Secretariat,
Colombo 12,
31st August 2018.

THE SCHEDULED PUBLIC OFFICERS' SERVICE MINUTE

01. Effective Date

This Service Minute shall come into operation with effect from **01.08.2018**. Officers holding any of the posts enumerated under section 03 of the Minute and such other categories as may be specified from time to time constitute the Scheduled Public Officers' Service.

02. Appointing Authority

Secretary to the Judicial Service Commission who is empowered by the Judicial Service Commission.



03. Particulars of the Service Category

- 3.1 Registrar of the Supreme Court
- 3.2 Registrar of the Court of Appeal
- 3.3 Deputy Registrar of the Supreme Court
- 3.4 Deputy Registrar of the Court of Appeal
- 3.5 Court Registrars' Service of Sri Lanka
- 3.6 Court Family Counsellors' Service
- 3.7 Court Management Assistants' Service
- 3.8 Court Book Binders' Service

04. Registrar of the Supreme Court

4.1 Entrusting Functions

The registry of the Supreme Court shall be in charge of an officer designated as the Registrar of the Supreme Court. The said Registrar shall be subject to the supervision, direction and control of the Chief Justice in terms of Article 135 of the Constitution.

4.2 Role of the service

Entire administrative duties at the registry of the Supreme Court.

4.3 Salary Code Number - SL 1 -2016 – Step 14

4.4 Salary Scale - 47,615 - 10 x 1,335 - 8x 1,630 - 17 x 2,170 -110,895

SL 1 -2016

<i>Salary Step</i>	<i>Salary Point</i>
Step 14	Rs. 65,855

4.5 Number of the approved posts - 01

4.6 Nature of the post in service - Permanent and Pensionable

4.7 Qualifications of recruitment

(a) Be a citizen of Sri Lanka

and

(b) Should be not less than thirty (30) years and not more than forty five (45) years

and

- (c) Registrar of the Court of Appeal or Deputy Registrar of the Supreme Court or Deputy Registrar of the Court of Appeal or an officer who has completed an active and satisfactory service period of 10 years in Grade I of the Court Registrars' Service of Sri Lanka and has been confirmed in one of the said posts

or

- (d) Attorney-at-Law who has been in active practice for not less than ten (10) 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 Public Service and Scheduled Public Service.

05. Registrar of the Court of Appeal.

5.1 Entrusting Functions

The registry of the Court of Appeal shall be in charge of an officer designated as the Registrar of the Court of Appeal. The said Registrar shall be subject to the supervision, direction and control of the President of the Court of Appeal in terms of Article 147 of the Constitution.

5.2 Role of the service

Entire administrative duties at the registry of the Court of Appeal.

5.3 Salary Code Number - SL 1- 2016 – Step 12

5.4 Salary Scale - 47,615 - 10 x 1,335 - 8x 1,630 - 17 x 2,170 -110,895

SL 1 -2016

<i>Salary Step</i>	<i>Salary Point</i>
Step 12	Rs. 62,595

5.5 Number of the approved posts - 01

5.6 Nature of the post in service - Permanent and Pensionable.

5.7 Qualifications of recruitment

- (a) Be a citizen of Sri Lanka

and

- (b) Should be not less than thirty (30) years and not more than forty five (45) years

and

- (c) A Deputy Registrar of the Supreme Court or Court of Appeal or an officer who has completed an active and satisfactory service period of 07 years in Grade I of the Court Registrars' Service of Sri Lanka and has been confirmed in one of the said posts

or

- (d) Attorney-at-Law who has been in active practice for not less than seven (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 Public Service and Scheduled Public Service.

06. Deputy Registrar of the Supreme Court

6.1 Entrusting Functions

The Chief Justice and /or the Registrar of the Supreme Court shall entrust functions.

6.2 Role of the service

Shall perform duties entrusted by the Registrar of the Supreme Court under the supervision, direction and administration of the Chief Justice.

6.3 Salary Code Number - SL 1 -2016 – Step 12

6.4 Salary Scale - 47,615 - 10 x 1,335 - 8x 1,630 - 17 x 2,170 - 110,895

SL 1- 2016

<i>Salary Step</i>	<i>Salary Point</i>
Step 12	Rs. 62,595

6.5 Number of the approved posts - 02

6.6 Nature of the post in service - Permanent and Pensionable

6.7 Qualifications of recruitment

- (a) Be a citizen of Sri Lanka

and

- (b) Should be not less than thirty (30) years and not more than forty five (45) years

and

- (c) A Deputy Registrar of the Court of Appeal or an officer who has completed an active and satisfactory service period of 07 years in Grade I of the Court Registrars' Service of Sri Lanka and has been confirmed in one of the said posts

or

(d) Attorney - at -Law who has been in active practice for not less than seven (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 Public Service and Scheduled Public Service.

07. Deputy Registrar of the Court of Appeal

7.1 Entrusting Functions

President of the Court of Appeal and /or Registrar of the Court of Appeal shall entrust functions.

7.2 Role of the service

Shall perform duties entrusted by the Registrar of the Court of Appeal under the supervision, direction and administration of the President of the Court of Appeal.

7.3 Salary Code Number - SL 1 -2016 – Step 08

7.4 Salary Scale - 47,615 - 10 x 1,335 - 8x 1,630 - 17 x 2,170 - 110,895

SL 1 - 2016

<i>Salary Step</i>	<i>Salary Point</i>
Step 08	Rs. 56,960

7.5 Number of the approved posts - 02

7.6 Nature of the post in service - Permanent and Pensionable

7.7 Qualifications of recruitment

(a) Be a citizen of Sri Lanka

and

(b) Should be not less than thirty (30) years and not more than forty five (45) years

and

(c) i. A Court Registrar who has completed 05 years active and satisfactory service in Grade I of the Court Registrars' Service of Sri Lanka and has been confirmed in said post

or

ii. A Court Registrar who has completed 02 years active and satisfactory service in Grade I of the Court Registrars' Service of Sri Lanka and has been confirmed in said post and an Attorney-at - Law of the Supreme Court

or

- iii. A Court Registrar who has completed 03 years active and satisfactory service in Grade II Class I of the Court Registrars' Service of Sri Lanka and has been confirmed in said post and an Attorney-at-Law of the Supreme Court

or

- iv. A Court Registrar who has completed 04 years of active and satisfactory service in Grade II Class II of the Court Registrars' Service of Sri Lanka and has been confirmed in said post and an Attorney-at-Law of the Supreme Court

or

- v. A Court Registrar who has completed 05 years active and satisfactory service in Grade III of the Court Registrars' Service of Sri Lanka and has been confirmed in said post and an Attorney-at-Law of the Supreme Court

or

- (d) An officer in the Court Management Assistants' Service, Government Service or in a parallel service in the Provincial Public Service who has completed 15 years active and satisfactory service and has been confirmed in said post and an Attorney-at-Law of the Supreme Court

or

- (e) Attorney-at-Law who has been in active practice for not less than five (05) 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 Public Service and Scheduled Public Service.

08. Court Registrars' Service of Sri Lanka

Court Registrars' Service of Sri Lanka consists of Grade III, Grade II Class II, Grade II Class I and Grade I

8.1 Entrusting Functions

Head of the Department or the Judge of the relevant Court who is the Head of the Department shall entrust functions.

8.2 Role of the service

Court administration and supervision subject to the instructions and directions of the Head of the Department or the Judge who is the Head of the Department of the relevant Court

8.3 Salary

8.3.1 Salary Code Number

- Grade III
MN 7 -2016
Grade II Class II, Grade II Class I and Grade I
SL 1-2016

8.3.2 Salary Scale

- Grade III
41,580 -11x755- 18x1,030 – 68,425
Grade II Class II, Grade II Class I and Grade I
47,615 - 10 x 1,335 - 8x 1,630 - 17 x 2,170 -110,895

8.3.3 Initial salary step applicable to grade system

MN 7 -2016

<i>Grade</i>	<i>Salary Step</i>	<i>Salary Point</i>
Grade III	Step 03	Rs.43, 090

SL 1-2016

<i>Grade</i>	<i>Salary Step</i>	<i>Salary Point</i>
Grade II Class II	Step 01	Rs.47, 615
Grade II Class I	Step 03	Rs.50, 285
Grade I	Step 08	Rs.56, 960

8.4 Number of approved posts

<i>Grade</i>	<i>Number of approved posts</i>
Grade III	234
Grade II Class II	150
Grade II Class I	97
Grade I	81

8.5 Nature of the post in service - Permanent and Pensionable

8.6 Recruitment Ratio

<i>Grade</i>	<i>Stream</i>	<i>Percentage</i>
Grade III	Open	40%
	Limited	40%
	Merit	20%

8.7 Method of Recruitment

40% of the vacancies will be filled on open basis based on an Open Competitive Examination conducted by the Judicial Service Commission or by Department of Examinations on the direction of the Judicial Service Commission followed by an interview for verification of qualifications. 40% of the vacancies will be filled on limited basis based on a Limited Competitive Examination conducted by the Judicial Service Commission or by Department of Examinations on the direction of the Judicial Service Commission followed by an interview for verification of qualifications. 20% of the vacancies will be filled on merit basis based on a

structured interview followed by an interview for verification of qualifications conducted by the Judicial Service Commission.

8.8 Recruitment Grade under Open Stream - Grade III

8.8.1 Qualifications

(a) Be a citizen of Sri Lanka

and

(b) Should not be less than twenty two (22) years of age and not more than forty five (45) years of age

and

(c) Attorney-at- Law of the Supreme Court

or

(d) Shall have obtained a degree from a University recognized by the University Grants Commission or from an institute recognized by the University Grants Commission as a degree awarding institute or any other qualification considered as equivalent by the Judicial Service Commission.

Note- i. If and when the Commission decides to recruit applicants with a knowledge in a certain professional field in lieu of the qualifications set out under Section 8.8.1 (c) and (d) above, the qualifications set out under Section 8.8.1 (e) should be substituted.

8.8.1 (e) Shall have obtained a degree in which the relevant professional field is a main subject from a University recognized by the University Grants Commission or from an institute recognized by the University Grants Commission as a degree awarding institute.

ii. When applicants are recruited in terms of 8:8:1(e) above, their professional field may also be mentioned in the letter of appointment.

iii. The upper age limit shall not be applicable to officers who are already in the Government Service, Provincial Public Service and Scheduled Public Officers' Service.

8.9 Written Examination - Regulations and syllabus of the written examination for Open Recruitment are given in Appendix 'A'.

8.10 Recruitment Grade under Limited Stream - Grade III

8.10.1 Qualifications

(a) An officer who has completed 10 years active and satisfactory service period in any service in the Court Management Assistants' Service and has been confirmed in said post

or

(b) An officer who has completed 05 years active and satisfactory service period in any service of the Court Management Assistants' Service and has been confirmed in said post and has been enrolled as an Attorney-at-Law or has obtained a degree from a University recognized by the University Grants Commission or from an institute recognized by the University Grants Commission as a degree awarding

institute or has obtained any other qualification considered as equivalent by the Judicial Service Commission

or

- (c) An officer belonging to the Development Officers' Service (including Programme Assistant, Accounts Assistant) who has completed continuous 05 years active and satisfactory physical service period in Courts and physically serving in a Court at the time of calling for applications and has been confirmed in said service and has obtained a degree from a University recognized by the University Grants Commission or from an institute recognized by the University Grants Commission as a degree awarding institute or has obtained any other qualification considered as equivalent by the Judicial Service Commission or has been enrolled as an Attorney-at-Law

or

- (d) An officer who has completed 03 years active and satisfactory service in Court Family Counsellors' Service and has been confirmed in said post.

8.11 Written Examination - Regulations and syllabus relevant to the written examination for limited recruitment are given in Appendix 'B'.

8.12 Recruitment Grade under Merit Stream - Grade III

8.12.1 Qualifications

- (a) A Supra Grade officer who has completed 25 years active and satisfactory service period in any service of the Court Management Assistants' Service

or

- (b) A Grade I officer who has completed 25 years active and satisfactory service period in any service of the Court Management Assistants' Service including a minimum 05 years active and satisfactory service in Grade I in any service of the Court Management Assistants' Service.

Note - Recruitments shall be made on merit basis based on a structured interview. At least five questions in the areas of Constitution of Sri Lanka, Criminal Procedure, Civil Procedure, Establishments Code/ Financial Regulations, Judicial Management and Administration (special attention will be focused on the role of the Production Clerk) will be presented to the applicant at the structured interview. The applicant shall secure at least 40% of the total marks to pass the structured interview. A number of applicants equal to the number of vacancies allocated for recruitment on merit basis shall be appointed from the applicants who have fulfilled above qualifications following the descending order beginning from the highest scorer of marks at the structured interview. However, the Judicial Service Commission shall determine not to fill a certain number of vacancies.

8.13 Efficiency Bar Examination - Officers in Grade III of the Court Registrars' Service of Sri Lanka shall pass Efficiency Bar Examination within 06 years from the date of appointment to Registrar Grade III. The regulations and syllabus are given in Appendix 'C'.

Grade Promotions

8.14 Promotion from Grade III to Grade II Class II in the Court Registrars' Service.

8.14.1 Qualifications to be satisfied

- i. Should be confirmed in Grade III of the Court Registrars' Service.
- ii. Should have completed an active and satisfactory service period of not less than 03 years in Grade III of the Court Registrars' Service and earned all the salary increments relevant to the period.
- iii. Should have passed the relevant Efficiency Bar Examination for Grade III of the Court Registrars' Service.

8.14.2 Method of promotion

When an officer who has fulfilled all the requirements stipulated in 8.14.1 makes an application as per the specimen application for promotion mentioned in Annexure '01' to the appointing authority with the recommendation of the respective Head of the Department, having verified that all requirements have been fulfilled, the appointing authority may effect promotion from Grade III to Grade II Class II taking into consideration the number of vacancies existing at the time, seniority and/or merit if vacancies are available. The appointing authority may decide the effective date of promotion.

8.15 Promotion from Grade II Class II to Grade II Class I in the Court Registrars' Service.

8.15.1 Qualifications to be satisfied

- i. Should have completed an active and satisfactory service period of not less than 02 years in Grade II Class II of the Court Registrars' Service and earned all the salary increments relevant to the period.
- ii. Should have achieved the proficiency in the other languages as per the Public Administration Circular 01/2014, other Circulars issued subsequently incidental there to, and Judicial Service Commission Circular No.396 and other circulars issued subsequently by the Judicial Service Commission incidental there to.

8.15.2 Method of Promotion

When an officer who has fulfilled all the requirements stipulated in 8.15.1 makes an application as per the specimen application for promotion mentioned in Annexure- '02' to the appointing authority with the recommendation of the respective Head of the Department, having verified that all requirements have been fulfilled, the appointing authority may effect promotion Grade II Class II to Grade II Class I taking into consideration the number of vacancies existing at the time, seniority and/or merit if vacancies are available. The appointing authority may decide the effective date of promotion.

8.16 Efficiency Bar Examination - Officers in Grade II Class I of the Court Registrars' Service of Sri Lanka shall pass Efficiency Bar Examination within 06 years from the date of promotion to Registrar Grade II Class I. Regulations and syllabus are given in Appendix 'D'.

8.17 Promotion from Grade II Class I to Grade I in the Court Registrars' Service.

8.17.1 Qualifications to be satisfied

- i. Should have completed an active and satisfactory service period of not less than 03 years in Grade II Class I of the Court Registrars' Service and earned all the salary increments relevant to the period.
- ii. Should have passed the relevant Efficiency Bar Examination for Grade II Class I of the Court Registrar' Service.
- iii. Should have achieved the proficiency in the other languages as per the Public Administration Circular 01/2014, other Circulars issued subsequently incidental there to, and Judicial Service Commission Circular No. 396 and other circulars issued subsequently by the Judicial Service Commission incidental there to.

8.17.2 Method of promotion

When an officer who has fulfilled all the requirements stipulated in 8:17:1 makes an application as per the specimen application for promotion mentioned in Annexure '03' to the appointing authority with the recommendation of the respective Head of the Department, having verified that all requirements have been fulfilled, the appointing authority may effect promotion to Grade I taking into consideration the number of vacancies existing at the time, seniority and/or merit if vacancies are available. The appointing authority may decide the effective date of promotion.

09. Court Family Counsellors' Service.

Court Family Counsellors' Service consists of Grade II and Grade I

9.1 Entrusting Functions

The relevant Judge of the Court shall entrust any function out of the functions entrusted to this service category on exigency of service based on the seniority and merit and functions may not be entrusted on the grade basis.

9.2 Role of the Service

To advise parties in matrimonial actions and actions for custody of children, care and protection, actions instituted under the Maintenance Act, Domestic Violence Act and Children and Young Persons Ordinance and to parties in actions in which a family matter has occurred in respect of this subject matter where the Court has clearly decided upon reasons that counseling is required, to get their disputes resolved providing proper counselling and necessary facilities.

9.3 Salary

- 9.3.1 Salary Code Number - Grade II and Grade I MN 6 -2016
- 9.3.2 Salary Scale - Grade II and Grade I
36,585 -10x660-11x755-15x930 -65,440
- 9.3.3 Initial salary step applicable to grade system

MN 6 -2016

<i>Grade</i>	<i>Salary Step</i>	<i>Salary Point</i>
Grade II	Step 01	Rs.36,585
Grade I	Step 12	Rs.43,940

9.4 Approved combined number of posts - 86

For the purpose of promotions from grade to grade, all the grades *i.e* II and I shall be treated as belonging to the Combined Number of posts.

9.5 Nature of the posts in service - Permanent and Pensionable

9.6 Method of recruitment - Open Stream only

Vacancies will be filled from candidates who have fulfilled the qualifications based on the results of an interview conducted by the Judicial Service Commission.

9.7 Recruitment under Open Stream

9.7.1 Recruitment Grade - Grade II

9.7.2 Qualifications

(a) Be a citizen of Sri Lanka

and

(b) Be a person of an excellent moral character

and

(c) Should be not less than twenty eight (28) years of age and not more than thirty five (35) years of age

and

(d) A Degree on Psychology or Sociology from a University recognized by the University Grants Commission or from an institute recognized by the University Grants Commission as a degree awarding institute

and

A Diploma on Psychology Counselling from a Government recognized institute

or

(e) A Special Degree on Psychology or Sociology from a University recognized by the University Grants Commission or from an institute recognized by the University Grants Commission as a degree awarding institute

or

(f) A Post Graduate Degree in Psychology or Sociology from a University recognized by the University Grants Commission or from an institute recognized by the University Grants Commission as a degree awarding institute.

Note - The upper age limit for officers who are already in the Government Service, Provincial Public Service and Scheduled Public Service is forty five (45) years.

9.8 Efficiency Bar Examination - Officers in Grade II of the Court Family Counsellors' Service shall pass Efficiency Bar Examination within 06 years from the date of appointment to Court Family Counsellor Grade II. Regulations and syllabus are given in Appendix 'E'.

9.9 Promotion from Grade II to Grade I

9.9.1 Qualifications to be satisfied

- (i) Should be confirmed in service.
- (ii) Should have completed an active service period of 10 years in Grade II of Court Family Counsellors' Service.
- (iii) Should have completed a satisfactory service of 05 years immediately preceding the date of promotion and earned the five (05) salary increments relevant to said period.
- (iv) Should have achieved the proficiency in the other official languages as per the Public Administration Circular 01/2014, other Circulars issued subsequently incidental there to, and Judicial Service Commission Circular No. 396 and other circulars issued subsequently by the Judicial Service Commission incidental there to.
- (v) Should have passed the relevant Efficiency Bar Examination for Grade II of the Court Family Counsellors' Service.

9.10 Method of Promotion

Promotion to Grade I shall be made based on seniority and merit. When officers who have satisfied the required qualifications in 9.9.1 make a request with the recommendation of Head of Department for promotion to Grade I by using the form given in Annexure '04', the promotion shall be made to be effective from the date on which the employee satisfied qualifications, after verifying these qualifications by the appointing authority.

10. Court Management Assistants' Service

10.1 Particulars of the service category

This service consists of Court Clerk, Court Interpreter, Court Stenographer and Court Typist services.

10.2 Grades

Court Management Assistants' Service consists of Grade III, Grade II, Grade I and Supra Grade.

10.3 Entrusting Functions

Functions shall not be entrusted on the grade basis and the relevant Judge of the Court and or Registrar of the Court or Registrar of the Supreme Court/Court of Appeal shall entrust relevant functions entrusted to this service category to an officer in Grade III, II or I on exigency of service, based on the seniority and merit. Supervisory duties can be entrusted to Supra Grade officers by the said authorities.

10.4 Role of the service

Officers in this service shall perform entire functions required for facilitation and proper execution of duties of the Judge and Registrar of the Court, who are in the executive, administrative and supervisory levels.

10.5 Salary

10.5.1 Salary Code Number

Grade III, II, I MN 2-2016
Supra Grade MN 7-2016

10.5.2 Salary Scale - Grade III, II and I
28,940- 10x300- 11x350-10x 560-10x 660 -47,990

Supra Grade
41,580- 11x755- 18x1, 030- 68,425

10.5.3 Initial salary step applicable to grade system

MN 2-2016

Grade	Salary Step	Salary Point
Grade III	Step 01	Rs.28,940
Grade II	Step 12	Rs.32,290
Grade I	Step 23	Rs.36,350

MN 7 - 2016

Grade	Salary Step	Salary Point
Supra Grade	Step 02	Rs.42,335

10.6 Post / Posts belonging to service category

10.6.1 Approved designations and number of approved posts

Approved Designations	Grade	Salary Code number	Number of the approved posts.
Court Management Assistants	Court Management Assistants' Service Grade III, II, I	MN 2-2016	4642
Refer Appendix 'L'	Court Management Assistants' Service (Supra Grade)	MN 7-2016	218

10.6.2 Total number of officers - 4860

Post	Number of officers in Grade III,II,I	Number of officers in Supra Grade
Court Clerk	2476	116
Court Interpreter	314	15
Court Stenographer	1245	58
Court Typist	607	29

For the purpose of promotions from grade to grade from Grade III to Grade II and I, officers in said grades shall be treated as belonging to the Combined Number of Officers. Promotions from Grade I to Supra Grade will be made in terms of 10:11:3 of this Minute. Designations in Supra Grade in Court Management Assistants' Service appear in Appendix 'L'.

10.6.3 Nature of the posts in service - Permanent and Pensionable.

10.7 Recruitment Ratio

Stream	Percentage
Open	60%
Limited	40%

Note - A number of vacancies not more than 60% of the total vacancies shall be filled by an Open Competitive Examination conducted by the Judicial Service Commission or the Department of Examinations on the direction of the Judicial Service Commission and an interview for verification of qualifications.

A number of vacancies not more than 40% of total vacancies in the Court Management Assistants' Service shall be filled by way of appointing employees in Court Book Binders' Service and Primary Grade Officers who are working in Courts, on the results of a Limited Competitive Examination conducted by the Judicial Service Commission or the Department of Examinations on the direction of the Judicial Service Commission and an interview for verification of qualifications.

If the number of candidates eligible for appointment on the result of that examination is less than 40% of the vacancies, the difference between the 40% and the number of candidates eligible for appointment will be filled from the candidates eligible at the Open Competitive Examination.

10.8 Recruitment under Open Stream

10.8.1 Recruitment Grade -

Court Clerk Grade III of the Court Management Assistants' Service

10.8.1.1 Age

- Minimum age limit - 18 years
- Maximum age limit - 32 years

10.8.1.2 Educational Qualifications

- 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

- 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)

10.8.1.3 Method of Recruitment - Open Competitive Examination
(Syllabus for written examination is given in Appendix 'F')

10.8.2 Recruitment Grade -

Court Interpreter Grade III of the Court Management Assistants' Service

Court Interpreter Grade III of the Court Management Assistants' Service consists of following categories.

Sinhala/Tamil Interpreter
Sinhala/English Interpreter
Tamil/English Interpreter

10.8.2.1 Age

- i. Minimum age limit - 18 years
- ii. Maximum age limit - 32 years

10.8.2.2 Educational Qualifications

- (a) Shall have passed six (06) subjects with credit passes for four (04) subjects with Mathematics and two (02) subjects from the subjects Sinhala, Tamil, English Language/English Literature at the G.C.E (Ordinary Level) Examination at one sitting

and

- (b) Shall have passed all the subjects in G.C.E. (Advanced Level) Examination at one sitting. (Except the Common General Test and General English)

(Passing three (03) subjects under the old syllabus at one sitting would be sufficient for this purpose.)

- (c) Knowledge in other international languages will be an added qualification.

10.8.2.3 Method of Recruitment - Open Competitive Examination
(Syllabus for written examination is given in Appendix 'F')

10.8.3 Recruitment Grade -

Court Stenographer Grade III of the Court Management Assistants' Service

Court Stenographer Grade III of the Court Management Assistants' Service consists of following categories.

Stenographer (Sinhala)
Stenographer (Tamil)
Stenographer (English)

10.8.3.1 Age

- i. Minimum age limit - 18 years
- ii. Maximum age limit - 35 years

10.8.3.2 Educational Qualifications

- (a) Shall have passed Six (06) subjects including Mathematics with credit passes for four (04) subjects including Sinhala/Tamil/English Language at the G.C.E (Ordinary Level) Examination at one sitting

(Candidates applying for the Court Stenographer (Sinhala) post should possess a credit pass for Sinhala Language. Candidates applying for the Court Stenographer (Tamil) post should possess a credit pass for Tamil Language. Candidates applying for the Court Stenographer (English) post should possess a credit pass for English Language.)

and

- (b) 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.

10.8.3.3 Method of Recruitment - Open Competitive Examination (Syllabus for written examination is given in Appendix 'F')

10.8.4 Recruitment Grade -

Court Typist Grade III of the Court Management Assistants' Service

Court Typist Grade III of the Court Management Assistants' Service consists of following categories.

Typist (Sinhala)
Typist (Tamil)
Typist (English)

10.8.4.1 Age

- i. Minimum age limit - 18 years
- ii. Maximum age limit - 35 years

10.8.4.2 Educational Qualifications -

- (a) Shall have passed six (06) subjects including Mathematics with credit passes for four (04) subjects including Sinhala/Tamil/English Language at the G.C.E (Ordinary Level) Examination at one sitting

(Candidates applying for the Court Typist (Sinhala) post should possess a credit pass for Sinhala Language. Candidates applying for the Court Typist (Tamil) post should possess a credit pass for Tamil Language. Candidates applying for the Court Typist (English) post should possess a credit pass for English Language.)

and

- (b) Should have successfully followed and passed a Typing course or a computer course in which Typing is included as a subject at the National Youth Services Council, National Apprentice and Industrial Training Authority, Technical College or at a Government Registered Training Institution.

10.8.4.3 Method of Recruitment - Open Competitive Examination
(Syllabus for written examination is given in Appendix 'F')

10.9 Limited recruitment

10.9.1 Recruitment Grade -
Court Clerk Grade III in the Court Management Assistants' Service

10.9.1.1 Educational Qualifications and Experience -

- (a) An employee who has completed an active and satisfactory service period of 03 years in Court Book Binders' Service and has been confirmed in said post

or

- (b) An employee in the Court Book Binders' Service who has completed an active and satisfactory service period of 05 years including the service as a K.K.S. in Courts and has been confirmed in said post

or

- (c) An employee who has completed an active and satisfactory service period of 05 years in a Court/Courts as K.K.S./Crier and Usher/Process Server and Writ Executer/ Fiscal Peon/Fiscal Matron/ Court Caretaker and has been confirmed in said post

and

- (d) Shall have passed six (06) subjects including Sinhala/Tamil Language and Mathematics with Credit passes for three (03) subjects including Sinhala/Tamil Language at the G.C.E.(Ordinary Level) Examination at one sitting.

Note- The Casual, Contract, Substitute or Temporary basis service periods shall not be considered for the purpose of calculating above service periods.

10.9.1.2 Method of Recruitment - Limited Competitive Examination
(Syllabus for written examination is given in Appendix 'G')

10.9.2 Recruitment Grade -

Court Interpreter Grade III in the Court Management Assistants' Service

Court Interpreter Grade III of the Court Management Assistants' Service consists of following categories.

Sinhala/Tamil Interpreter
Sinhala/English Interpreter
Tamil/English Interpreter

10.9.2.1 Educational Qualifications and Experience -

- (a) An employee who has completed an active and satisfactory service period of 03 years in Court Book Binders' Service and has been confirmed in said post

or

- (b) An employee in the Court Book Binders' Service who has completed an active and satisfactory service period of 05 years including the service as a K.K.S. in Courts and has been confirmed in said post

or

- (c) An employee who has completed an active and satisfactory service period of 05 years in a Court/Courts as K.K.S/Crier and Usher/Process Server and Writ Executer/Fiscal Peon/Fiscal Matron/ Court Caretaker and has been confirmed in said post
- and
- (d) Shall have passed six (06) subjects including Mathematics with credit passes for three (03) subjects including two (02) subjects from the subjects Sinhala, Tamil, English Language/English Literature at the G.C.E.(Ordinary Level) Examination at one sitting.
- (e) Knowledge in other international languages will be an added qualification.

Note- The Casual, Contract, Substitute or Temporary basis service periods shall not be considered for the purpose of calculating above service periods.

10.9.2.2 Method of Recruitment - Limited Competitive Examination
(Syllabus for written examination is given in Appendix 'G')

10.9.3 Recruitment Grade -

Court Stenographer Grade III in the Court Management Assistants' Service

Court Stenographer Grade III of the Court Management Assistants' Service consists of following categories.

Stenographer (Sinhala)
Stenographer (Tamil)
Stenographer (English)

10.9.3.1 Educational Qualifications and Experience

- (a) An employee who has completed an active and satisfactory service period of 03 years in Court Book Binders' Service and has been confirmed in said post.
- or
- (b) An employee in the Court Book Binders' Service who has completed an active and satisfactory service period of 05 years including the service as a K.K.S. in Courts and has been confirmed in said post.
- or
- (c) An employee who has completed an active and satisfactory service period of 05 years in a Court/Courts as K.K.S/Crier and Usher/Process Server and Writ Executer/Fiscal Peon/Fiscal Matron/ Court Caretaker and has been confirmed in said post.
- and
- (d) Shall have passed six (06) subjects including Sinhala/Tamil Language and Mathematics with Credit passes for thee (03) subjects including Sinhala/Tamil/English at the G.C.E. (Ordinary Level) Examination at one sitting.

(Candidates applying for the Court Stenographer (Sinhala) post should possess a credit pass for Sinhala Language. Candidates applying for the Court Stenographer (Tamil) post should possess a credit pass for Tamil Language. Candidates applying for the Court Stenographer (English) post should possess a credit pass for English Language)

and

- (e) Shall 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.

Note- The Casual, Contract, Substitute or Temporary basis service periods shall not be considered for the purpose of calculating above service periods.

10.9.3.2 Method of Recruitment - Limited Competitive Examination
(Syllabus for written examination is given in Appendix 'G')

10.9.4 Recruitment Grade -

Court Typist Grade III in the Court Management Assistants' Service

Court Typist Grade III of the Court Management Assistants' Service consists of following categories.

Typist (Sinhala)

Typist (Tamil)

Typist (English)

10.9.4.1 Educational Qualifications and Experience

- (a) An employee who has completed an active and satisfactory service period of 03 years in Court Book Binders' Service and has been confirmed in said post

or

- (b) An employee in the Court Book Binders' Service who has completed an active and satisfactory service period of 05 years including the service as a K.K.S. in Courts and has been confirmed in said post

or

- (c) An employee who has completed an active and satisfactory service period of 05 years in a Court/ Courts as K.K.S./Crier and Usher/Process Server and Writ Executer/Fiscal Peon/Fiscal Matron/ Court Caretaker and has been confirmed in said post

and

- (d) Shall have passed six (06) subjects including Sinhala/Tamil Language and Mathematics with Credit passes for three (03) subjects including Sinhala/Tamil/ English Language at the G.C.E.(Ordinary Level) Examination at one sitting

(Candidates applying for the Court Typist (Sinhala) post should possess a credit pass for Sinhala Language. Candidates applying for the Court Typist (Tamil) post should possess a credit pass for Tamil Language. Candidates applying for the Court Typist (English) post should possess a credit pass for English Language.)

and

- (e) Should have successfully followed and passed a Typing course or a computer course in which Typing is included as a subject at the National Youth Services Council, National Apprentice and Industrial Training Authority, Technical College or at a Government Registered Training Institution.

Note- The Casual, Contract, Substitute or Temporary basis service periods shall not be considered for the purpose of calculating above service periods.

10.9.4.2 Method of Recruitment - Limited Competitive Examination
(Syllabus for written examination is given in Appendix 'G')

10.10 Efficiency Bar

10.10.1

Efficiency Bar Examination	At what point is the limit for passing the Efficiency Bar	Nature of the Efficiency Bar Written/ Practical
1 st Efficiency Bar	Before 05 years from the recruitment to Grade III	Written/Practical Test(Appendix 'H')
2 nd Efficiency Bar	Before 05 years from the promotion to Grade II	Written/Practical Test(Appendix 'I')
3 rd Efficiency Bar	Before 05 years from the promotion to Grade I	Written/Practical Test(Appendix 'J')

10.10.2 The Efficiency Bar Examinations shall be conducted every year.

10.11 Grade Promotions

10.11.1 Promotion from Grade III to Grade II

10.11.1.1 Qualifications to be satisfied

- Should be confirmed in the post.
- Should have completed an active period of service for at least 10 years in Grade III.
- Should have completed a satisfactory service period of 05 years immediately preceding the date of promotion and earned the five (05) salary increments relevant to the said period.
- Should have passed the relevant Efficiency Bar Examination.
- Should have achieved the proficiency in the other official languages as per the Public Administration Circular 01/2014, other Circulars issued subsequently incidental there to, and Judicial Service Commission Circular No. 396 and other circulars issued subsequently by the Judicial Service Commission incidental there to.

10.11.1.2 Method of Promotion

When an officer who has fulfilled all the requirements stipulated in 10.11.1.1 makes an application as per the specimen application for promotion mentioned in Annexure '05' to the appointing authority with the recommendation of the respective Head of the Department, having verified that all requirements have been fulfilled, the appointing authority may effect promotion to Grade II from the date of satisfying qualifications.

10.11.2 Promotion from Grade II to Grade I

10.11.2.1 Qualifications to be satisfied

- i. Should have completed an active period of service for at least 10 years in Grade II.
- ii. Should have completed a satisfactory service period of 05 years immediately preceding the date of promotion and earned five (05) salary increments relevant to said period.
- iii. Should have passed the relevant Efficiency Bar Examination.
- iv. Should have achieved the proficiency in the other official languages as per the Public Administration Circular 01/2014, other Circulars issued subsequently incidental there to, and Judicial Service Commission Circular No. 396 and other circulars issued subsequently by the Judicial Service Commission incidental there to.

10.11.2.2 Method of Promotion

When an officer who has fulfilled all the requirements stipulated in 10.11.2.1 makes an application as per the specimen application for promotion mentioned in Annexure '06' to the appointing authority with the recommendation of the respective Head of the Department, having verified that all requirements have been fulfilled, the appointing authority may effect promotion to Grade I from the date of satisfying qualifications.

10.11.3 Promotion from Grade I to Supra Grade

10.11.3.1 Qualifications to be satisfied

- i. Should have completed an active period of service for at least 05 years in Grade I.
- ii. Should have completed a satisfactory service period of 05 years immediately preceding the date of promotion and earned five (05) salary increments relevant to the said period.
- iii. Should have passed the relevant Efficiency Bar Examination.

10.11.3.2 Method of Promotion

When an officer who has fulfilled all the requirements stipulated in 10.11.3.1 makes an application as per the specimen application for promotion mentioned in Annexure '07' to the appointing authority with the recommendation of the respective Head of the Department, having verified that all requirements have been fulfilled, the appointing authority may effect promotion to Supra Grade taking into consideration the number of vacancies existing in the Supra Grade at the time, seniority and/or merit if vacancies are available. The appointing authority may decide the effective date of promotion.

11. Court Book Binders' Service.

11.1 Grades

Court Book Binders' Service consists of Grade III, Grade II, Grade I and Special Grade

11.2 Entrusting Functions

Functions shall not be entrusted on the grade basis and relevant Judge of the Court and/or Registrar of the Court or Registrar of the Supreme Court/ Court of Appeal shall entrust relevant functions entrusted to this service category to an officer in any Grade on exigency of service, based on the seniority and merit.

11.3 Role of the service

Binding case records, binding documents tendered to case records accurately and binding documents to files as required.

11.4 Salary

- 11.4.1 Salary Code Number - Grade III, II, I and Special Grade PL 2 -2016
11.4.2 Salary scale - Grade III, II, I and Special Grade
25,250 - 10 x 270 - 10 x 300 -10 x 330 - 12x 350 - 38,450

11.4.3 Initial salary step applicable to grade system - PL 2 -2016

Grade	Salary Step	Salary Point
Grade III	Step 01	Rs.25,250
Grade II	Step 12	Rs.28,250
Grade I	Step 22	Rs.31,280
Special Grade	Step 32	Rs.34,600

11.5 Combined number of posts - 553

For the purpose of promotions from grade to grade from Grade III, officers in Grade III, II, I and Special Grade shall be treated as belonging to the Combined Number of Officers.

11.6 Nature of the post in service - Permanent and Pensionable

11.7 Method of Recruitment

11.7.1 Recruitment Ratio

Stream	Percentage
Open	25%
Limited	75%

Note - Vacancies shall be filled on the results of an interview conducted by the Judicial Service Commission and/or on the results of a written examination conducted by the Judicial Service Commission or by Department of Examinations on the direction of the Judicial Service Commission based on open and limited streams. If such written examination is held, question paper of said examination will comprise of the subjects General Intelligence, General Knowledge, Language and Comprehension. Syllabus of the question paper shall appear in the Gazette notification which publishes the vacancies.

11.8 Recruitment under Open Stream

11.8.1 Recruitment Grade - Grade III

11.8.2 Qualifications

11.8.2.1 Educational and professional qualifications

- (a) Be a citizen of Sri Lanka

and

- (b) Should not be less than eighteen (18) years and not more than thirty (30) years of age

and

- (c) Shall have passed G.C.E (Ordinary Level) Examination in six (06) subjects including Sinhala/Tamil Language and Mathematics with credit passes for three (03) subjects including Sinhala/Tamil Language at one sitting

and

- (d) Shall have acquired a certificate having successfully followed a course on Book Binding at least for a period not less than 01 month at the Department of National Archives or any other government institution.

Note- Upper age limit for applicants who are already in the Government Service and Provincial Public Service is forty five (45) years.

11.9 Recruitment under Limited Stream

11.9.1 Recruitment Grade - Grade III

11.9.2 Qualifications

11.9.2.1 Educational qualifications & experience

- (a) Shall have passed G.C.E (Ordinary Level) Examination in six (06) subjects including Sinhala/Tamil Language and Mathematics with credit passes for three (03) subjects including Sinhala/Tamil Language at one sitting

and

- (b) An employee in the Office Employees' Service or any other parallel service (Crier and Usher/Process Server and Writ Executor /Fiscal Peon/Fiscal Matron/ Court Caretaker) who has completed an active and satisfactory service period of 03 years in Courts and has been confirmed in said post and has performed duties related to binding case records in a Court during a period of 06 months of the said period

(A document issued by the Judge/Judges of the Court/Courts, Registrar of the Supreme Court/Registrar of the Court of Appeal in which the officer had engaged in functions related to book binding should be presented to support the fact that relevant employee engaged in functions related to book binding during the relevant period)

or

- (c) An employee in the Office Employees' Service or any other parallel service (Crier and Usher/Process Server and Writ Executor /Fiscal Peon/Fiscal Matron/ Court Caretaker) who has completed an active and satisfactory service period of 03 years in Courts and has been confirmed in said post and shall have acquired a certificate having successfully followed a course on Book Binding at least for a period not less than 01 month at the Department of National Archives or any other government institution

11.10 Efficiency Bar- Officers in Grade III of Court Book Binders' Service should pass Efficiency Bar Examination within 05 years. Regulations and syllabus are given in Appendix 'K'.

11.11 Grade promotions

11.1.1 Promotion from Grade III to Grade II

11.11.1.1 Qualifications to be satisfied

- (a) Should be confirmed in the post.
- (b) Should have completed an active period of service for at least 10 years in Grade III.
- (c) Should have completed a satisfactory service period of 05 years immediately preceding the date of promotion and earned the five (05) salary increments relevant to the said period.
- (d) Should have passed the relevant Efficiency Bar Examination.
- (e) Should have achieved the proficiency in the other official languages as per Public Administration Circular 01/2014, other Circulars issued subsequently incidental there to, and Judicial Service Commission Circular No. 396 and other circulars issued subsequently by the Judicial Service Commission incidental there to.

11.11.1.2 Method of Promotion

When an officer who has fulfilled all the requirements stipulated in 11.11.1.1 makes an application as per the specimen application for promotion mentioned in Annexure '08' to the appointing authority with the recommendation of the respective Head of the Department, having verified that all requirements have been fulfilled, the appointing authority may effect promotion to Grade II from the date of satisfying qualifications.

11.11.2 Promotion from Grade II to Grade I

11.11.2.1 Qualifications to be satisfied

- (a) Should have completed an active period of service for at least 10 years in Grade II.
- (b) Should have completed a satisfactory period of service of 05 years immediately preceding the date of promotion and earned the 05 salary increments relevant to the said period.

11.11.2.2 Method of Promotion

When an officer who has fulfilled all the requirements stipulated in 11.11.2.1 makes an application as per the specimen application for promotion mentioned in Annexure '09' to the appointing authority with the recommendation of the respective Head of the Department, having verified that all requirements have been fulfilled, the appointing authority may effect promotion to Grade I from the date of satisfied qualifications.

11.11.3 Promotion from Grade I to Special Grade

11.11.3.1 Qualifications to be satisfied

- (a) Should have completed an active and satisfactory period of service for at least 10 years in Grade I.
- (b) Should have completed a satisfactory period of service of 05 years immediately preceding the date of promotion and earned the 05 salary increments relevant to the said period.

11.11.3.2 Method of Promotion

When an officer who has fulfilled all the requirements stipulated in 11.11.3.1 makes an application as per the specimen application for promotion mentioned in Annexure '10' to the appointing authority with the recommendation of the respective Head of the Department, having verified that all requirements have been fulfilled, the appointing authority may effect promotion to Special Grade from the date of satisfying qualifications.

12. Terms and General Conditions of Service

- 12.1 The Judicial Service Commission will publish advertisements regarding vacancies in the Scheduled Public Officers' Service in the Gazette. The advertisements for vacancies may be published in news papers in all three languages as per the direction of the Judicial Service Commission. The Courts may be notified of the advertisements regarding the vacancies concerning the limited recruitments as per the direction of the Judicial Service Commission.
- 12.2 Shall have satisfied all the qualifications required for the recruitment to the Scheduled Public Officers' Service on the date prescribed in the notification.
- 12.3 All the candidates 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.
- 12.4 Candidates shall have an excellent moral character.
- 12.5 At a time when the Judicial Service Commission decides to make recruitments to a certain post in the Scheduled Public Officers' Service on a representative basis, recruitment shall be made as follows.
 - 12.5.1 A fixed number of vacancies shall be set apart for each district in proportion to its population. Only the applicants from a particular district shall be entitled to compete for the vacancies to be filled in that district.

Nevertheless,

- i. At the instances where it is not possible to fill the number of vacancies allocated to a particular district by the qualified candidates applied for the same district, that number of vacancies shall be re-distributed among all the adjoining districts, in proportionate to the population of such districts.
 - ii. If the total number of posts to be filled is few and the district population basis cannot be applied, selection shall be made in the order of the merit.
 - iii. Where the number of candidates who secure the minimum marks required is less than the number of vacancies available in a district, the district population basis shall not be applied for selection and selection shall be made on the order of the merit.
- 12.5.2 At least one of the following requirements shall be fulfilled by a candidate to compete for the vacancies in an administrative district on representative basis.
- i. The candidate should have been born in the district
or else
 - ii. He / She shall have been a permanent resident of the district at least for three continuous years within the five (05) years immediately preceding the last date to fulfill the eligibility qualifications for the examination
or else
 - iii. He / She shall have received secondary school education within the district for five continuous years.

Note-

- i. If the father/mother of any candidate has been employed in a transferable service of the Government or of a Provincial Public Service, or of a Scheduled Public Officers' Service or of a State Corporation, then such candidate shall be permitted to choose his father's / mother's place of birth as his district.

- ii. No candidate shall be allowed to compete for vacancies in more than one district. Once a candidate declares a district of his choice as the most preferred, when competing under section 12:5:2 above, it shall remain irrevocable.

- 12.6 The number of officers to be selected at a time will be determined by the Commission.
- 12.7 Officers with required qualifications who are already in Government Service, Provincial Public Service and Scheduled Public Officers' Service should forward their applications through the Heads of their respective Departments. In the case of applications from Public Officers holding permanent posts, the Heads of Departments, in forwarding such applications, should state whether the applicants could be released to take up the new appointments, if selected.
- 12.8 The Judicial Service Commission may determine whether an interview should be held or not and how it should be conducted.
- 12.9 Candidates may be required to present themselves for an interview at a given time and place. No travelling or other expenses will be paid in this connection.
- 12.10 Any form of canvassing or any attempt to influence the selection of a candidate at the recruitment to Scheduled Public Officers' Service should not be done. Any such attempt will disqualify the candidate and every such person shall be liable to be dealt with under Article 111 L (1) of the Constitution of the Democratic Socialist Republic of Sri Lanka.
- 12.11 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.
- 12.12 Every appointment to the Scheduled Public Officers' Service is given subject to the condition that the appointee should be ready to serve in any part of the Island and further to prove by a medical test that the officer is physically fit for the service in any part of the Island.
- 12.13 Officers appointed to posts in the Scheduled Public Officers' Service on open basis shall be subjected to a probation period of three years from the date of appointment. If the Head of the Department is satisfied that the work, conduct and attendance of the officer are satisfactory, it shall be informed to the Judicial Service Commission by the end of the three years and the appointment of the officer will be confirmed if the Judicial Service Commission is satisfied in this regard.
- 12.14 The contract basis, casual, substitute, temporary service periods will not be considered for confirmation in service.
- 12.15 If sufficient reasons are found at any time during the probation period that the officer is no longer suitable to hold the post, the Appointing Authority may terminate the service.
- 12.16 Where an officer appointed on probation is confirmed in his appointment, his permanent appointment will date as from the date of assuming duties.
- 12.17 Officers appointed to posts in the Scheduled Public Officers' Service on limited/merit basis shall be subjected to one year acting period from the date of appointment. If the Appointing Authority is satisfied that the work, conduct and attendance of the officer are satisfactory during the acting period, he shall be confirmed in the service. Or else, the officer will be reverted back to his earlier post.
- 12.18 The language proficiency which should be completed by the Scheduled Public Officers in relation to implementing Official Language Policy should be acquired in accordance with relevant level of each post during the prescribed period as mentioned in Public Administration Circular 01/2014, other circulars issued subsequently incidental there to, and Judicial Service Commission Circular No.396 and other circulars issued subsequently by the Judicial Service Commission incidental there to.

- 12.19 Subject to the provisions of the Constitution and provisions of this Minute, all officers in Scheduled Public Officers' Service will be subjected to the Establishments Code, Financial Regulations, and circulars, regulations and directions that have been already issued and may be issued by the Commission from time to time.
- 12.20 Chapter XLVII and Chapter XLVIII of the Establishments Code, Volume II will apply *mutatis mutandis* to all Scheduled Public Officers until the Commission makes provisions otherwise.
- 12.21 No Scheduled Public Officer will be entitled to the exercise of political rights under chapter XXXII of the Establishments Code.
- 12.22 A Scheduled Public Officer may be required to furnish security in terms of the Public Officers' (Security) Ordinance in such a manner as the Commission may determine.
- 12.23 Officers in the Scheduled Public Officers' Service are transferable and are liable to be posted to any part of Sri Lanka at any time, due to service exigency, any other reasons determined by the Judicial Service Commission or disciplinary reasons.
- 12.24 When a confidential report regarding an officer in the Scheduled Public Officers' Service is called for, the respective Head of Department should forward it to the Secretary of the Judicial Service Commission.
- 12.25 The Minutes on Pension and / or Policy decisions taken by the government from time to time will apply regarding the retirement of Scheduled Public Officers.
- 12.26 Though it has been stated above that the posts in the Scheduled Public Officers' Service are pensionable, the Scheduled Public Officers that are to be recruited 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.

13. Definitions and Interpretations.

- 13.1 The term "Service Minute" shall mean the Minute on the Scheduled Public Officers' Service.
- 13.2 "Service" shall mean Scheduled Public Officers' Service.
- 13.3 "Secretary" shall mean the Secretary of the Judicial Service Commission.
- 13.4 "Commission" shall mean the Judicial Service Commission.
- 13.5 "Period of Satisfactory Service" shall mean a period of service during which the officer has earned all increments required to be earned by the officer during that period by way of performing the duty of a Scheduled Public Officer efficiently and diligently and passing all Efficiency Bars prescribed and further satisfying all the qualifications prescribed for the confirmation in service and no any punishable offence committed by the officer.
- 13.6 "Period of Active Service" shall mean the actual period served by the officer engaging in the duties assigned to him and drawing the salary attached to his post. All the periods on No Pay Leave other than Maternity Leave approved by the Government shall not be counted for the period of active service.
- 13.7 The "Gazette" shall mean the Gazette published by the Democratic Socialist Republic of Sri Lanka.
- 13.8 "Prescribed date" shall mean the effective date of the Scheduled Public Officers' Minute.

14. Absorption

- 14.1 The officer holding the post of Registrar of the Supreme Court on the prescribed date shall be absorbed to the post of Registrar of the Supreme Court in terms of this Minute.

Where an officer is drawing the salary step 18 of SL 1-2016 salary scale as initial salary step as at present, such officer shall be placed on the relevant salary step of SL 1-2016 salary scale, making it personal to him.

- 14.2 The officer holding the post of Registrar of the Court of Appeal on the prescribed date shall be absorbed to the post of Registrar of the Court of Appeal in terms of this Minute. Where an officer is drawing the salary step 16 of SL 1-2016 salary scale as initial salary step as at present, such officer shall be placed on the relevant salary step of SL 1-2016 salary scale, making it personal to him.

- 14.3 The officer holding the post of Deputy Registrar of the Supreme Court on the prescribed date shall be absorbed to the post of Deputy Registrar of the Supreme Court in terms of this Minute. Where an officer is drawing the salary step 16 of SL 1-2016 salary scale as initial salary step as at present, such officer shall be placed on the relevant salary step of SL 1-2016 salary scale, making it personal to him.
- 14.4 The officer holding the post of Deputy Registrar of the Court of Appeal on the prescribed date shall be absorbed to the post of Deputy Registrar of the Court of Appeal in terms of this Minute. Where an officer is drawing the salary step 12 of SL 1-2016 salary scale as initial salary step as at present, such officer shall be placed on the relevant salary step of SL 1-2016 salary scale, making it personal to him.
- 14.5 (i) Officers in Grade I of the Court Registrars' Service of Sri Lanka on the prescribed date shall be absorbed to Grade I of the Court Registrars' Service in terms of this Minute.
- (ii) Officers in Grade II of the Court Registrars' Service of Sri Lanka on the prescribed date shall be absorbed to Grade II Class I of the Court Registrars' Service in terms of the this Minute.

Note - Service period of an officer in Court Registrar Grade II as at the prescribed date of this Service Minute will be considered as a service period of Court Registrar Grade II Class I under this Service Minute.

- (iii) Officers in Grade III of the Court Registrars' Service of Sri Lanka on the prescribed date shall be absorbed to Grade III of the Court Registrars' Service in terms of this Minute.

- 14.6 Officers in Court Family Counsellors' Service on the prescribed date shall be absorbed to Grade II of the Court Family Counsellors' Service under this Minute. Where there are officers drawing the salary step 03 of MN 7-2016 salary scale as initial salary step as at present, such officers shall be placed on the relevant salary step of MN 7-2016 salary scale, making it personal to them.

Note - Service period of an officer in Court Family Counsellors' Service as at the prescribed date of this Service Minute will be considered as a service period of Court Family Counsellor Grade II under this Service Minute.

- 14.7 (i) Officers in Supra Grade of the Court Management Assistants' Service (Court Clerk, Court Interpreter, Court Stenographer and Court Typist) on the prescribed date shall be absorbed to the Supra Grade of the Court Management Assistants' Service in terms of this Minute. Where there are officers in Supra Grade of Court Management Assistants' Service drawing the salary step 03 of MN 7-2016 salary scale as initial salary step as at present, such officers shall be placed on the relevant salary step of MN 7-2016 salary scale, making it personal to them.
- (ii) Officers in Grade I of the Court Management Assistants' Service (Court Clerk, Court Interpreter, Court Stenographer and Court Typist) on the prescribed date shall be absorbed to Grade I of the Court Management Assistants' Service in terms of this Minute. Where there are officers in Grade I of the Court Management Assistants' Service drawing the salary step 28 of MN 2 -2016 salary scale as initial salary step as at present, such officers shall be placed on the relevant salary step of MN 2 -2016 salary scale, making it personal to them.
- (iii) Officers in Grade II of the Court Management Assistants' Service (Court Clerk, Court Interpreter, Court Stenographer and Court Typist) on the prescribed date shall be absorbed to Grade II of the Court Management Assistants' Service in terms of this Minute. Where there are officers in Grade II of the Court Management Assistants' Service drawing the salary step 16 of MN 2 -2016 salary scale as initial salary step as at present, such officers shall be placed on the relevant salary step of MN 2 -2016 salary scale, making it personal to them.
- (iv) Officers in Grade III of the Court Management Assistants' Service (Court Clerk, Court Interpreter, Court Stenographer and Court Typist) on the prescribed date shall be absorbed to Grade III of the Court Management Assistants' Service in terms of this Minute.

- 14.8 Officers in Court Book Binders' Service on the prescribed date shall be absorbed to Grade III of the Court Book Binders' Service under this Minute. Where there are officers in Court Book Binders' Service drawing the salary step 17 of PL 2 -2016 salary scale as initial salary step as at present, such officers shall be placed on the relevant salary step of PL 2 -2016 salary scale, making it personal to them.

Note - Service period of an officer in Court Book Binders' Service as at the prescribed date of this Service Minute will be considered as a service period of Court Book Binder Grade III under this Service Minute.

- 14.9 There will be no change in the salary or date of the salary increment presently drawn by Scheduled Public Officers due to above absorptions.

15. Interim Provisions

15.1 Court Registrars' Service of Sri Lanka.

- 15.1.1 Officers who have completed the Efficiency Bar prescribed for Court Registrar Grade III under the previous Minute shall be considered passed/exempted from the Efficiency Bar relevant to Court Registrar Grade III under this Service Minute.
- 15.1.2 Officers in Court Registrar Grade III who have not completed the Efficiency Bar by the prescribed date will be given a grace period of one year from the prescribed date to sit for the Efficiency Bar under the previous Minute. Officers who fail to complete Efficiency Bar within said period should pass the Efficiency Bar Examination prescribed for Grade III of the Court Registrars' Service under this Service Minute.
- 15.1.3 Officers who have completed the Efficiency Bar prescribed for Court Registrar Grade II under the previous Minute shall be considered passed /exempted from the Efficiency Bar relevant to Court Registrar Grade II Class I under this Service Minute as well.
- 15.1.4 Officers in Court Registrar Grade II who have not completed the Efficiency Bar by the prescribed date will be given a grace period of one year from the prescribed date to sit for the Efficiency Bar under the previous Minute. Officers who fail to complete Efficiency Bar within said period should pass the Efficiency Bar Examination prescribed for Grade II Class I of the Court Registrars' Service under this Service Minute.

15.2 Court Family Counsellors' Service.

- 15.2.1 Officers who are in the Court Family Counsellors' Service on the prescribed date and drawing MN 7-2016 salary scale shall be exempted from the Efficiency Bar Examination relevant to Grade II of the Court Family Counsellors' Service which they should pass under this Service Minute making it personal to them.

15.3 Court Management Assistants' Service (Court Clerk, Court Interpreter, Court Stenographer and Court Typist).

- 15.3.1 Officers who are in Grade III of the Court Management Assistants' Service (Court Clerk, Court Interpreter, Court Stenographer and Court Typist services) as at the prescribed date should pass the Efficiency Bar Examination under this Service Minute.
- 15.3.2 Officers who have completed 1st and 2nd Efficiency Bar Examinations relevant to Grade II of the Court Clerk, Court Interpreter, Court Stenographer and Court Typist services under the Service Minute implemented prior to this Minute shall be considered passed/ exempted from the Efficiency Bar Examination relevant to officers in Grade II of the Court Management Assistants' Service (Court Clerk, Court Interpreter, Court Stenographer and Court Typist services) under this Service Minute.

15.3.3 Officers in Grade II of the Court Management Assistants' Service (Court Clerk, Court Interpreter, Court Stenographer and Court Typist services) who have not completed 1st and 2nd Efficiency Bar Examinations by the prescribed date will be given a grace period of 03 years from the prescribed date to sit for the Efficiency Bar Examinations under the previous Minute. Officers who fail to pass/get exempted from 1st and 2nd Efficiency Bar Examinations as mentioned above should pass the Efficiency Bar Examination for officers in Grade II of the Court Management Assistants' Service under this Service Minute irrespective of whether they have passed one Efficiency Bar Examination or one or several subjects in an Efficiency Bar Examination.

15.3.4 Officers in Court Clerk, Court Stenographer and Court Typist services who have completed the Efficiency Bar Examination prescribed for Grade I of the above services under previous Minute and officers in Grade I of the Court Interpreters' Service shall be considered passed / exempted from the Efficiency Bar Examination prescribed for Grade I of the services (Court Clerk, Court Interpreter, Court Stenographer and Court Typist) in the Court Management Assistants' Service under this Service Minute.

15.3.5 Officers in Grade I of the Court Clerk, Court Stenographer, Court Typist services who have not completed Efficiency Bar Examination by the prescribed date will be given a grace period of one year from the prescribed date to sit for the Efficiency Bar Examination under the previous Minute. Officers who fail to complete the prescribed Efficiency Bar Examination within that period and officers who are promoted to Grade I of the Court Interpreters' Service after the prescribed date of this Service Minute should pass the prescribed Efficiency Bar Examination for Grade I of the services (Court Clerk, Court Interpreter, Court Stenographer and Court Typist) in the Court Management Assistants' Service under this Minute.

15.4 Court Book Binders' Service.

15.4.1 Officers who are in the Court Book Binders' Service as at prescribed date, who are confirmed in service or have fulfilled all the qualifications to be confirmed, shall be exempted from the Efficiency Bar Examination relevant to Grade III of the Court Book Binders' Service which they should pass under this Service Minute making it personal to them.

15.5 The period of service of an officer in a certain service as at the prescribed date of this Service Minute can be considered when calculating the minimum period of service for promotions in the same service or when deciding the minimum service period required to apply for a certain post prescribed by this Service Minute. However, an officer should have fulfilled all other qualifications required under this Service Minute for such promotions or appointments. Further to that, such promotions shall be made after considering the exigencies of service and number of vacancies.

16. **When an inconsistency arises between texts,**

16.1 In the event of any inconsistency or contradiction between the Sinhala, Tamil and English texts of this Minute, the Sinhala text shall prevail.

17. If any matter arises which is not specifically provided for in this Minute, it shall be determined by the Judicial Service Commission.

18. If the Commission decides to make an amendment/amendments to this Minute, said amendment/amendments shall come into force only after being approved and Gazetted by the Commission.

19. Any question relating to the interpretation of any provision in this Minute shall be decided by the Commission and such decision shall be final and conclusive.

APPENDIX 'A'

**Regulations and syllabus for the Open Written Competitive Examination for recruitment to
Grade III of the Court Registrars' Service of Sri Lanka**

1. The examination consists of four (04) question papers as follows.

- (i) General Knowledge and Intelligence Quotient Test
- (ii) Administration and Management
- (iii) English Language Proficiency
- (iv) Substantive and Procedural Laws of Sri Lanka

	<i>Question Paper</i>	<i>Total Marks</i>	<i>Minimum marks required to pass</i>
01	General Knowledge and Intelligence Quotient Test	100	40
02	Administration and Management	100	40
03	English Language Proficiency	100	40
04	Substantive and Procedural Laws of Sri Lanka	100	40

2. The examination will be held in Sinhala medium and Tamil medium.

3. A candidate may sit for the examination only in one medium as he desires.

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

5. 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.

6. An examination fee decided by the Judicial Service Commission or by the Department of Examinations will be charged from the candidates.

7. Syllabus.

- (i) General Knowledge and Intelligence Quotient Test-
It is expected to test the candidate's knowledge of important social, economic, cultural and political current affairs and scientific technological development at local and international level. It is expected to assess the ability for reasoning through the questions in Intelligence Quotient Test and these questions are presented to the candidate in relation to numerical, lingual and figurative structures and inter - relations.
- (ii) Administration and Management-
It is expected to test candidate's ability to respond to cases/problems and theoretical and practical knowledge the candidate possesses in solving them by presenting cases/problems that may arise within the Administration/ Management field.

- (iii) English Language Proficiency-
This paper will be of the standard of English Language paper in G.C.E. (O/L) Examination. It is expected to test similar knowledge.
- (iv) Substantive and Procedural Laws of Sri Lanka-
It is expected to test the candidate's knowledge in
- Constitutional Law
 - Personal Laws
 - Judicature Act
 - Evidence Ordinance
 - Penal Code
 - Criminal Procedure Code Act
 - Civil Procedure Code

Note: Illegible handwriting may be penalized.

APPENDIX 'B'

Regulations and syllabus for the Limited Written Competitive Examination for appointment to Grade III of the Court Registrars' Service of Sri Lanka

1. The examination consists of four (04) question papers as follows;

- (i) Establishments Code and Financial Regulations
(ii) Administration and Management
(iii) English Language Proficiency
(iv) Substantive and Procedural Laws of Sri Lanka

	<i>Question Paper</i>	<i>Total Marks</i>	<i>Minimum marks required to pass</i>
01	Establishments Code and Financial Regulations	100	40
02	Administration and Management	100	40
03	English Language Proficiency	100	40
04	Substantive and Procedural Laws of Sri Lanka	100	40

2. The examination will be held in Sinhala medium and Tamil medium.
3. A candidate may sit for the examination only in one medium as he desires.
4. These papers will consist of multiple choice questions, short questions, questions on structured essays and essays.

5. 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.
6. An examination fee decided by the Judicial Service Commission or by the Department of Examinations will be charged from the candidates.
7. Syllabus.

(i) Establishments Code and Financial Regulations-

It is expected to test the candidate's knowledge in

Establishments Code

- Recruitment Procedure and Appointment (Chapter II)
- Grant of Monthly Pay, Temporary Status, Permanent Status and Grant Pensionability (Chapter IV)
- Release, Reversion and Termination of Employment (Chapter V)
- Salaries (Chapter VII)
- Overtime, Holidays, Holiday Pay and Allowances (Chapter VIII)
- Leave (Chapter XII)
- Railway Warrants (Chapter XIII)
- Salary Loans/Advances (XXIV)
- Medical Attention and Medical Examination of officers for Physical Fitness (Chapter XXVI)
- Channel of Communications (Chapter XXVII)
- Right of Government over its officers (Chapter XXX)
- Legal Advice and Legal Actions (Chapter XXXIII)
- Volume II of the Establishments Code (Chapters XLVII, XLVIII)

Financial Regulations

- Estimates of Expenditure and Revenue (Chapter I)
- Authorities for expenditure, refunds, write- offs *etc.* (Chapter II)
- Financial Management and Accountability (Chapter III)
- Receipts (Chapter IV)
- Payments (Chapter V)
- Custody of Public Money, *etc.* Imprests and Bank Accounts (Chapter VI)
- Accounting (Chapter VII)
- Advance Accounts (Chapter VIII)
- Accounts of Courts (Chapter X)
- and
- Government Procurement Process

(ii) Administration and Management-

It is expected to test candidate's ability to respond to cases/problems and theoretical and practical knowledge the candidate possesses in solving them by presenting cases/problems that may arise within the Administration/Management field.

(iii) English Language Proficiency-

This paper will be of the standard of English Language paper in G.C.E. (O/L) Examination. It is expected to test similar knowledge.

(iv) Substantive and Procedural Laws of Sri Lanka-

It is expected to test the candidate's knowledge in

- Constitutional Law
- Judicature Act
- Primary Court Procedure Act No. 44 of 1979
- Penal Code
- Evidence Ordinance
- Criminal Procedure Code Act
- Civil Procedure Code

Note - Illegible handwriting may be penalized.

APPENDIX 'C'

**Regulations and syllabus of the Efficiency Bar Examination for officers
in Grade III of the Court Registrars' Service of Sri Lanka**

1. The examination consists of four (04) question papers as follows;

- (i) English Language Proficiency
- (ii) Legal System of Sri Lanka and Constitutional Law
- (iii) Criminal and Civil Procedure
- (iv) Establishments Code and Financial Regulations

	<i>Question Paper</i>	<i>Duration</i>	<i>Total Marks</i>	<i>Minimum marks required to pass</i>	<i>Eligibility for exemption</i>
01	English Language Proficiency	02 hours	100	40	Credit pass or above for English Language in G.C.E.(O/L)
02	Legal System of Sri Lanka and Constitutional Law	02 hours	100	40	Attorney-At-Law or L.L.B. or L.L.M Degree
03	Criminal and Civil Procedure	02 hours	100	40	Attorney-At-Law or L.L.B. or L.L.M Degree
04	Establishments Code and Financial Regulations	02 hours	100	40	-

2. The examination will be held in Sinhala medium and Tamil medium.
3. A candidate may sit for the examination only in one medium in which he was selected for appointment.
4. Officers may appear for all the subjects in the examination at one sitting or they may appear separately for each subject and at different occasions. However, they shall score at least forty percent (40%) of the total marks allocated for each subject for a pass.
5. These papers will consist of multiple choice questions, short questions, questions on structured essays and essays.
6. Authority for conducting the examinations - Secretary of the Judicial Service Commission
7. The examination is held every year.
8. Applications will be called for the above examination through the notifications published by the Judicial Service Commission from time to time.
9. A fee decided by the Judicial Service Commission will be charged from candidates except the candidates appearing for this examination for the first time.
10. Syllabus.
 - (i) English Language Proficiency-
This paper will be of the standard of the English Language paper in G.C.E. (O/L) Examination and similar knowledge is expected.
 - (ii) Legal System of Sri Lanka and Constitutional Law-
It is expected to test the candidate's knowledge in
 - Constitution of the Democratic Socialist Republic of Sri Lanka
 - Judicature Act
 - Personal Laws

(iii) Criminal and Civil Procedure-

It is expected to test the candidate's knowledge in

- Criminal Procedure Code Act
- Civil Procedure Code

(iv) Establishments Code and Financial Regulations-

It is expected to test the candidate's knowledge in

Establishments Code

- Recruitment Procedure and Appointment (Chapter II)
- Grant of Monthly Pay, Temporary Status, Permanent Status and Pensionability(Chapter IV)
- Release, Reversion and Termination of Employment (Chapter V)
- Salaries (Chapter VII)
- Overtime, Holidays, Holiday Pay and Allowances (Chapter VIII)
- Fees (Chapter IX)
- Leave (Chapter XII)
- Railway Warrants (Chapter XIII)
- Travel on Duty within the Island (Chapter XIV)
- Holiday Travel (Chapter XVI)
- Government Quarters (Chapter XIX)
- Protective Clothing and Uniforms (Chapter XXI)
- Special Concessions and Conditions Regarding Officers suffering from certain types of illnesses (Chapter XXIII)
- Salary Loans/Advances (Chapter XXIV)
- Medical Attention and Medical Examination of Officers for Physical Fitness (Chapter XXVI)
- Channel of Communications (Chapter XXVII)
- Right of Government over its officers (Chapter XXX)
- Legal Advice and Legal Actions (Chapter XXXIII)
- General Conduct and Discipline (Chapter XLVII)
- Rules of Disciplinary Procedure (Chapter XLVIII)

and

- Circulars issued by the Judicial Service Commission, Ministry of Justice and Ministry of Public Administration

Financial Regulations

- Estimates of Expenditure and Revenue (Chapter I)
- Authorities for expenditure, refunds, write-offs *etc.* (Chapter II)
- Financial Management and Accountability (Chapter III)
- Receipts (Chapter IV)
- Payments (Chapter V)
- Custody of Public Money *etc.* Imprests and Bank Accounts (Chapter VI)
- Accounting (Chapter VII)
- Advance Accounts (Chapter VIII)
- Accounts of Courts (Chapter X)
- and
- Government Procurement Process

Note - Illegible handwriting may be penalized.

APPENDIX 'D'

Regulations and syllabus of the Efficiency Bar Examination for officers in Grade II Class I of the Court Registrars' Service of Sri Lanka

1. The examination consists of three (03) question papers as follows;
 - (i) English Language Proficiency
 - (ii) Criminal and Civil Procedure
 - (iii) Establishments Code and Financial Regulations

	<i>Question Paper</i>	<i>Duration</i>	<i>Total Marks</i>	<i>Minimum marks required to pass</i>	<i>Eligibility for exemption</i>
01	English Language Proficiency	02 hours	100	40	Credit pass or above for English Language in G.C.E.(O/L)
02	Criminal and Civil Procedure	02 hours	100	40	Attorney-At-Law or L.L.B. or L.L.M. Degree
03	Establishments Code and Financial Regulations	02 hours	100	40	-

2. The examination will be conducted in Sinhala medium and Tamil medium.
3. A candidate may sit for the examination only in the medium in which he was selected for appointment.
4. Officers may appear for all the subjects in the examination at one sitting or they may appear separately for each subject and at different occasions. However, they shall score at least forty percent (40%) of the total marks allocated for each subject for a pass.

5. These papers will consist of multiple choice questions, short questions, questions on structured essays and essays.
6. Authority for conducting the examinations- Secretary of the Judicial Service Commission.
7. The examination is held every year.
8. Applications will be called for the above examination through the notifications published by the Judicial Service Commission from time to time.
9. A fee decided by the Judicial Service Commission will be charged from candidates except the candidates appearing for this examination for the first time.

10. Syllabus

- (i). English Language Proficiency-
This paper will be of the standard of the English Language paper in G.C.E. (O/L) Examination and similar knowledge is expected.
- (ii). Criminal and Civil Procedure-
It is expected to test the candidate's knowledge in
 - Criminal Procedure Code Act
 - Civil Procedure Code
- (iii). Establishments Code and Financial Regulations-
It is expected to test the candidate's knowledge in

Establishments Code

- Recruitment Procedure and Appointment (Chapter II)
- Grant Monthly Pay, Temporary Status, Permanent Status and Pensionability (Chapter IV)
- Release, Reversion and Termination of employment (Chapter V)
- Salaries (Chapter VII)
- Overtime, Holidays, Holiday Pay and Allowances (Chapter VIII)
- Fees (Chapter IX)
- Leave (Chapter XII)
- Railway Warrants (Chapter XIII)
- Travel on Duty within the Island (Chapter XIV)
- Holiday Travel (Chapter XVI)
- Government Quarters (Chapter XIX)
- Protective Clothing and Uniforms (Chapter XXI)
- Special Concessions and Conditions Regarding Officers suffering from certain Types of illnesses (Chapter XXIII)
- Salary Loans/Advances (Chapter XXIV)
- Medical Attention and Medical Examination of officers for Physical Fitness (Chapter XXVI)
- Channel of Communications (Chapter XXVII)
- Right of Government over its officers (Chapter XXX)
- Legal Advice and Legal Actions (Chapter XXXIII)
- General Conduct and Discipline (Chapter XLVII)
- Rules of Disciplinary Procedure (Chapter XLVIII)

and

- Circulars issued by the Judicial Service Commission, Ministry of Justice and Ministry of Public Administration

Financial Regulations

- Estimates of Expenditure and Revenue (Chapter I)
- Authorities for expenditure, refunds, writeoffs *etc.* (Chapter II)
- Financial Management and Accountability (Chapter III)
- Receipts (Chapter IV)
- Payments (Chapter V)
- Custody of Public Money *etc.* Imprests and Bank Accounts (Chapter VI)
- Accounting (Chapter VII)
- Advance Account (Chapter VIII)
- Accounts of Courts (Chapter X)
- and
- Government Procurement Process

Note - Illegible handwriting may be penalized.

APPENDIX ‘E’

Regulations and syllabus of the Efficiency Bar Examination for officers

in Grade II of the Court Family Counsellors’ Service.

- The examination consists of three (03) question papers as follows.
 - Basic knowledge on Psychology Counselling
 - Criminal and Civil Procedure
 - English Language Proficiency

	<i>Question Paper</i>	<i>Duration</i>	<i>Total Marks</i>	<i>Minimum marks required to pass</i>	<i>Eligibility for exemption</i>
01	Basic knowledge on Psychology Counselling	02 hours	100	40	-
02	Criminal and Civil Procedure	02 hours	100	40	Attorney-At-Law or L.L.B. or L.L.M. Degree
03	English Language Proficiency	02 hours	100	40	Credit pass or above for English Language in G.C.E.(O/L)

- The examination will be held in Sinhala medium and Tamil medium.
- A candidate may sit for the examination only in the medium in which he was selected for appointment.

4. Officers may appear for all the subjects in the examination at one sitting or they may appear separately for each subject and at different occasions. However, they shall score at least forty percent (40%) of the total marks allocated for each subject for a pass.
5. These papers will consist of multiple choice questions, short questions, questions on structured essays and essays.
6. Authority for conducting the examinations - Secretary of the Judicial Service Commission.
7. The examination is held every year.
8. Applications will be called for the above examination through the notifications published by the Judicial Service Commission from time to time.
9. A fee decided by the Judicial Service Commission will be charged from candidates except the candidates appearing for this examination for the first time.
10. Syllabus
 - (i) Basic knowledge in Psychology Counselling-
Basic knowledge in Psychology Counselling and Family Counselling is expected.
 - (ii) Criminal and Civil Procedure-
It is expected to test the candidate's knowledge on Matrimonial Law, Maintenance Act, support Laws and Law relating to custody, care and protection of Children and Criminal Procedure Code Act and Civil Procedure Code.
 - (iii) English Language Proficiency-
This paper will be of the standard of the English Language paper in G.C.E. (O/L) Examination and similar knowledge is expected.

Note - Illegible handwriting may be penalized.

APPENDIX 'F'

01. Name of the Examination - **Open Competitive Examination for recruitment to Grade III of Court Clerk in the Court Management Assistants' Service.**

01.1 Syllabus of the Examination

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

	<i>Name of the Question Paper</i>	<i>Syllabus</i>
01	Language Proficiency	This 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	The paper may consist of subject related questions designed to test the candidate's skill at numbers, power of critical reasoning and general intelligence.

02. Name of the examination - **Open Competitive Examination for recruitment to Grade III of Court Interpreter in the Court Management Assistants' Service.**

02.1 Syllabus of the Examination

	<i>Question Paper</i>	<i>Total Marks</i>	<i>Minimum marks required to pass</i>
01	Language Proficiency	100	40
02	Aptitude	100	40
03	Translation	100	*

(*Judicial Service Commission may determine the minimum marks required to pass the subject 'Translation' taking the number of vacancies into consideration)

	<i>Name of the Question Paper</i>	<i>Syllabus</i>
01	Language Proficiency	This 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 the subject related questions designed to test the candidate's skill at numbers, power of critical reasoning and general intelligence.
03	Translation	Sinhala into English Language English into Sinhala Language
		Sinhala into Tamil Language Tamil into Sinhala Language
		Tamil into English Language English into Tamil Language

(Candidate should select the 'Translation' question paper relevant to the category he is applying. This paper is designed to test the aptitude and ability of the candidate to perform his official duties.)

03. Name of the Examination - **Open Competitive Examination for recruitment to Grade III of Court Stenographer in the Court Management Assistants' Service.**

03.1 Syllabus of the Examination

	<i>Question Paper</i>	<i>Total Marks</i>	<i>Minimum marks required to pass</i>
01	Language Proficiency	100	40
02	Aptitude	100	40
03	Stenography and Typing	100	*

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

	<i>Name of the Question Paper</i>	<i>Syllabus</i>
01	Language Proficiency	This 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 (Sinhala/Tamil/English)	<p>Stenography (Sinhala) Taking down a passage dictated within 05 minutes at a minimum speed of 70 words per minute, and transcribing the notes at a speed of 07 words per minute.</p> <p>Typing (Sinhala) Typing a passage of 500 words at a speed of 25 words per minute.</p> <p>Stenography (Tamil) Taking down a passage dictated within 05 minutes at a minimum speed of 70 words per minute, and transcribing the notes at a speed of 07 words per minute.</p> <p>Typing (Tamil) Typing a passage of 500 words at a speed of 25 words per minute.</p> <p>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.</p> <p>Typing (English)Typing a passage of 600 words at a speed of 30 words per minute.</p>

(Candidate should select the 'Stenography and Typing' question paper relevant to the category he is applying. This paper is designed to test the aptitude and ability of the candidate to perform his official duties.)

04. Name of the Examination- **Open Competitive Examination for recruitment to Grade III of**

Court Typist in the Court Management Assistants' Service.

04.1 Syllabus of the Examination

	<i>Question Paper</i>	<i>Total Marks</i>	<i>Minimum marks required to pass</i>
01	Language Proficiency	100	40
02	Aptitude	100	40
03	Typing	100	*

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

	<i>Name of the Question Paper</i>	<i>Syllabus</i>
01	Language Proficiency	This 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 the subject related questions designed to test the candidate's skill at numbers, power of critical reasoning and general intelligence.
03	Typing (Sinhala/Tamil/English)	Typing (Sinhala) Typing a passage of 400 words at a speed of 20 words per minute.
		Typing (Tamil) Typing a passage of 400 words at a speed of 20 words per minute.
		Typing (English) Typing a passage of 600 words at a speed of 30 words per minute.

(Candidate should select the Typing question paper relevant to the category he is applying. This paper is designed to test the aptitude and ability of the candidate to perform his official duties.)

05. The examination will be held in Sinhala medium and Tamil medium.
06. A candidate may sit for the examination only in one medium as he desires.
07. These papers will consist of multiple choice questions, short questions, questions on structured essays and essays.
08. 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.
09. An examination fee decided by the Judicial Service Commission or by the Department of Examinations will be charged from the candidates.

Note - Illegible handwriting may be penalized.

APPENDIX 'G'

- 01 Name of the Examination- **Limited Competitive Examination for recruitment to Grade III of Court Clerk in the Court Management Assistants' Service.**

01.1 Syllabus of the Examination

	<i>Question Paper</i>	<i>Total Marks</i>	<i>Minimum marks required to pass</i>
01	Language ability and Qualifying Test for Judicial Management Assistants' Service	100	40
02	Law	100	40

	<i>Name of the Question Paper</i>	<i>Syllabus</i>
01	Language ability and Qualifying Test for Judicial Management Assistants' Service	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, summarizing passages, expressing the idea of several given sentences in one sentence, making graphs and tables based on the given data, and use of simple grammar and questions designed to test the knowledge of the candidate on basic rules and regulations applied in taking action regarding the documents of a Court registry and Court Management Assistant's knowledge on (duties such as action to be taken on a letter containing matters for which such officer shall be attended to) and further questions to test candidate's knowledge on the items used in the office such as call- up diary, voucher, moving registers, attendance registers, day stamp, official stamp and mail bag and their use.
02	Law	Candidate's knowledge in existing Criminal and Civil Laws in Sri Lanka will be tested.

02. Name of the Examination - **Limited Competitive Examination for recruitment to Grade III of Court Interpreter in the Court Management Assistants' Service.**

02.1 Syllabus of the Examination

	<i>Question Paper</i>	<i>Total Marks</i>	<i>Minimum marks required to pass</i>
01	Language Proficiency	100	40
02	Aptitude	100	40
03	Translation	100	*

(*Judicial Service Commission may determine the minimum marks required to pass the subject 'Translation' taking the number of vacancies into consideration)

	<i>Name of the Question Paper</i>	<i>Syllabus</i>
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	Translation	Sinhala into English Language English into Sinhala Language
		Sinhala into Tamil Language Tamil into Sinhala Language
		Tamil into English Language English into Tamil Language

(Candidate should select the 'Translation' question paper relevant to the category he is applying. This paper is designed to test the aptitude and ability of the candidate to perform his official duties.)

03. Name of the Examination - **Limited Competitive Examination for recruitment to Grade III**

Of Court Stenographer in Court Management Assistants' Service.

03.1 Syllabus of the Examination

	<i>Question Paper</i>	<i>Total Marks</i>	<i>Minimum marks required to pass</i>
01	Language Proficiency	100	40
02	Aptitude	100	40
03	Stenography and Typing	100	*

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

	<i>Name of the Question Paper</i>	<i>Syllabus</i>
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.

	<i>Name of the Question Paper</i>	<i>Syllabus</i>
03	Stenography and Typing (Sinhala/Tamil/English)	Stenography (Sinhala) Taking down a passage dictated within 05 minutes at a minimum speed of 70 words per minute and transcribing the notes at a speed of 07 words per minute.
		Typing (Sinhala) Typing a passage of 500 words at a speed of 25 words per minute.
		Stenography (Tamil) Taking down a passage dictated within 05 minutes at a minimum speed of 70 words per minute and transcribing the notes at a speed of 07 words per minute.
		Typing (Tamil) Typing a passage of 500 words at a speed of 25 words per minute.
		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.

(Candidate should select the 'Stenography and Typing' question paper relevant to the category he is applying. This paper is designed to test the aptitude and ability of the candidate to perform his official duties.)

04. Name of the Examination: **Limited Competitive Examination for recruitment to Grade III of Court Typist in Court Management Assistants' Service.**

04.1 Syllabus of the Examination

	<i>Question Paper</i>	<i>Total Marks</i>	<i>Minimum marks required to pass</i>
01	Language Proficiency	100	40
02	Aptitude	100	40
03	Typing	100	*

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

	<i>Name of the Question Paper</i>	<i>Syllabus</i>
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	Typing(Sinhala/Tamil/English)	Typing (Sinhala) Typing a passage of 400 words at a speed of 20 words per minute.

		Typing (Tamil) Typing a passage of 400 words at a speed of 20 words per minute.
		Typing (English) Typing a passage of 600 words at a speed of 30 words per minute.

(Candidate should select the 'Typing' question paper relevant to the category he is applying. This paper is designed to test the aptitude and ability of the candidate to perform his official duties.)

05. The examination shall be held in Sinhala medium and Tamil medium.
06. A candidate may sit for the examination only in one medium as he desires.
07. These papers will consist of multiple choice questions, short questions, questions on structured essays and essays.
08. A number of applicants equal to the number of vacancies allocated for said examination may be appointed, following descending order beginning from highest scorer of marks amongst the applicants who have passed all the subjects of examination after an interview for verification of qualifications. However, the Judicial Service Commission may determine not to fill a certain number of vacancies.
09. An examination fee decided by the Judicial Service Commission or by the Department of Examinations will be charged from the candidates.

Note - Illegible handwriting may be penalized.

APPENDIX 'H'

Name of the Examination - **Efficiency Bar Examination for officers in Grade III of the Court Management Assistants' Service.**

01. Particulars of the Examination

01.1 For Court Clerks

	<i>Question Paper</i>	<i>Duration</i>	<i>Total Marks</i>	<i>Minimum marks required to pass</i>	<i>Eligibility for exemption</i>
01	Office Systems and Accounts	02 hours	100	40	-
02	Legal System of Sri Lanka	02 hours	100	40	Attorney-At- Law or L.L.B. or L.L.M. Degree
03	Computer Test	1 ½ hours	100	40	Refer the 'Note' below

Note - Officers who have obtained computer driving license awarded by National Apprentice and Technical Training Authority or officers who have obtained a degree recognized by the University Grants Commission or officers who have obtained a higher level of computer proficiency in which Computer or I.T are main subjects shall be exempted from the above computer test.

01.1.1 Syllabus of the Examination

	<i>Name of the Question Paper</i>	<i>Syllabus</i>
01	Office Systems and Accounts	This paper may be designed to test the candidate's basic knowledge in office systems adopted by Court registry and practical use of knowledge, proper understanding of official documents and the ability of presenting the ideas/ observations in clear and brief minutes and the ability of drafting letters according to orders. It is expected to test candidate's knowledge in basic accounts and Accounting Systems adopted in Courts, functions of books and records of controlling Accounts.
02	Legal System of Sri Lanka	It is expected to test candidate's knowledge in various laws prevailing in Sri Lanka and Jurisdiction of Courts.
03	Computer Test	i. Basic concepts of Information Technology ii. Windows Operating System iii. Folder Management iv. Word Processing - Basic skills, screen familiarization, editing texts, Aligning text, fonts and attributes, indenting, paragraphs, sub paragraphs, change of line spacing, tab setting, finding and replacing text, Spelling and grammar, thesaurus, working with columns, page set up, printing documents, creating tables, sorting texts, file management, mail merging, working with macros. v. Spreadsheets - Basic skills, formatting, editing, insertion and deletion, sorting data, creating charts printing, @ function, working with macros, file management. vi. Internet and E mail- Introduction to internet, basic skills, receiving E mails, sending E mails, responding to E mails, working with attachments, creating and using nicknames, composing messages.

01.2 For Court Interpreters

	<i>Question Paper</i>	<i>Duration</i>	<i>Total Marks</i>	<i>Minimum marks required to pass</i>
01	Translation	02 hours	100	40

01.2.1 Syllabus of the Examination

	<i>Name of the Question Paper</i>	<i>Syllabus</i>	<i>Duration</i>
01	Translation	(1) Sinhala into English Language English into Sinhala Language	02 hours
		(2) Sinhala into Tamil Language Tamil into Sinhala Language	02 hours
		(3) Tamil into English Language English into Tamil Language	02 hours

(The candidate should select the relevant question paper amongst the above question papers (1), (2) and (3) according to his appointment.)

01.3 For Court Stenographers

	<i>Question Paper</i>	<i>Duration</i>	<i>Total Marks</i>	<i>Minimum marks required to pass</i>
01	Stenography and Typing (Sinhala/Tamil/English)	50 minutes	100	40

01.3.1 Syllabus of the Examination

	<i>Name of the Question Paper</i>	<i>Syllabus</i>	<i>Duration</i>
01	Stenography and Typing (Sinhala/Tamil/English)	(1) Stenography and Typing (Sinhala) Taking down a passage dictated within 05 minutes at a minimum speed of 70 words per minute, and transcribing the notes at a speed of 07 words per minute.	50 minutes
		(2) Stenography and Typing (Tamil) Taking down a passage dictated within 05 minutes at a minimum speed of 70 words per minute, and transcribing the notes at a speed of 07 words per minute.	50 minutes
		(3) Stenography and Typing (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.	50 minutes

(The candidate should select the relevant question paper amongst the above question papers (1), (2) and (3) according to his appointment.)

01.4 For Court Typists

	<i>Question Paper</i>	<i>Duration</i>	<i>Total Marks</i>	<i>Minimum marks required to pass</i>
01	Typing(Sinhala/Tamil/English)	20 minutes	100	40

01.4.1 Syllabus of the Examination

	<i>Name of the Question Paper</i>	<i>Syllabus</i>	<i>Duration</i>
01.	Typing (Sinhala/Tamil/English)	(1) Typing (Sinhala) Typing a passage of 500 words at a speed of 25 words per minute.	20 minutes
		(2) Typing (Tamil) Typing a passage of 500 words at a speed of 25 words per minute.	20 minutes
		(3) Typing (English) Typing a passage of 600 words at a speed of 30 words per minute.	20 minutes

(The candidate should select the relevant question paper amongst the above question papers (1), (2) and (3) according to his appointment.)

02. Candidates shall answer the written question papers in the medium in which they sat for the examination to enter the relevant service.
03. Officers may appear separately for each subject and at different occasions at their discretion. However, they shall score at least forty percent (40%) of the total marks allocated to each subject for a pass.
04. These papers will consist of multiple choice questions. short questions, questions on structured essays and essays.
05. Authority for conducting the Examinations- The Secretary, Judicial Service Commission.
06. The examination is held every year.
07. Applications will be called for the above examination through the notifications published by the Judicial Service Commission from time to time.
08. A fee decided by the Judicial Service Commission will be charged from the candidates except the candidates appearing for this examination for the first time.

APPENDIX 'I'

Name of the Examination- **Efficiency Bar Examination for officers in Grade II of the Court Management Assistants' Service.**

01. Particulars of the Examination

01.1 For Court Clerks

	<i>Question Paper</i>	<i>Duration</i>	<i>Total Marks</i>	<i>Minimum marks required to pass</i>	<i>Eligibility for exemption</i>
01	Criminal and Civil Procedure	02 hours	100	40	Attorney-At-Law, L.L.B. or L.L.M. Degree
02	Office Systems and Accounts	02 hours	100	40	-
03	English	02 hours	100	40	Credit pass or above for English Language in G.C.E.(O/L)

01.1.1 Syllabus of the Examination

	<i>Name of the Question Paper</i>	<i>Syllabus</i>
01	Criminal and Civil Procedure	It is expected to test candidate's knowledge in Criminal Procedure Code Act and Civil Procedure Code.
02	Office Systems and Accounts.	It is expected to test candidate's knowledge in Establishments Code, Financial Regulations, office functions and drafting a letter.
03	English	This paper will be of the standard of the English Language paper in G.C.E. (O/L) Examination and similar knowledge is expected.

01.2 For Court Interpreters

	<i>Question Paper</i>	<i>Duration</i>	<i>Total Marks</i>	<i>Minimum marks required to pass</i>
01	Translation (Sinhala/Tamil/English)	02 hours	100	40

01.2.1 Syllabus of the Examination

	<i>Name of the Question Paper</i>	<i>Syllabus</i>	<i>Duration</i>
01	Translation (Sinhala/Tamil/English)	(1) Sinhala into English Language English into Sinhala Language	02 hours
		(2) Sinhala into Tamil Language Tamil into Sinhala Language	02 hours
		(3) Tamil into English Language English into Tamil Language	02 hours

((The candidate should select the relevant question paper amongst the above question papers (1), (2) and (3) according to his appointment.))

01.3 For Court Stenographers

	<i>Question Paper</i>	<i>Duration</i>	<i>Total Marks</i>	<i>Minimum marks required to pass</i>
01	Stenography and Typing (Sinhala/Tamil/English)	50 minutes	100	40
02	Drafting Letters (Sinhala/Tamil/English)	01 hour	100	40

01.3.1 Syllabus of the Examination

	<i>Name of the Question Paper</i>	<i>Syllabus</i>	<i>Duration</i>
01	Stenography and Typing (Sinhala/Tamil/English)	(1) Stenography and Typing (Sinhala) Taking down a passage dictated within 05 minutes at a minimum speed of 80 words per minute, and transcribing the notes on the typewriter at a speed of 08 words per minute.	50 minutes
		(2) Stenography and Typing (Tamil) Taking down a passage dictated within 05 minutes at a minimum speed of 80 words per minute, and transcribing the notes on the typewriter at a speed of 08 words per minute.	50 minutes
		(3) Stenography and Typing (English) Taking down a passage dictated within 05 minutes at a minimum speed of 100 words per minute, and transcribing the notes on the typewriter at a speed of 10 words per minute.	50 minutes
02	Drafting Letters (Sinhala/Tamil/English)	Drafting letters under given topics and submitting in longhand.	45 minutes

((The candidate should select the relevant question paper amongst the above question papers 1 (1), 1 (2), 1 (3) and 02 according to his appointment.))

01.4 For Court Typists

	<i>Question Paper</i>	<i>Duration</i>	<i>Total Marks</i>	<i>Minimum marks required to pass</i>
01	Typing (Sinhala/Tamil/English)	20 minutes	100	40
02	Drafting Letters (Sinhala/Tamil/English)	45 minutes	100	40

01.4.1 Syllabus of the Examination

	<i>Name of the Question Paper</i>	<i>Syllabus</i>	<i>Duration</i>
01	Typing (Sinhala/Tamil/English)	(1) Typing (Sinhala) Typing a passage of 600 words at a speed of 30 words per minute.	20 minutes
		(2) Typing (Tamil) Typing a passage of 600 words at a speed of 30 words per minute.	20 minutes
		(3) Typing (English) Typing a passage of 700 words at a speed of 35 words per minute.	20 minutes
02	Drafting Letters (Sinhala/Tamil/English)	Drafting letters under given topics and submitting in longhand.	45 minutes

(The candidate should select the relevant question paper amongst the above question papers 1 (1), 1 (2), 1 (3) and 02 according to his appointment.)

02. Candidates shall answer the written question papers in the medium in which they sat the examination to enter the relevant service.
03. Officers may appear separately for each subject and at different occasions at their discretion. However, they shall score at least forty percent (40%) of the total marks allocated for each subject for a pass.
04. These papers will consist of multiple choice questions, short questions, questions on structured essays and essays.
05. Authority for conducting the examinations-The Secretary, Judicial Service Commission.
06. The examination is held every year.
07. Application will be called for the above examination through the notifications published by the Judicial Service Commission from time to time.
08. A fee decided by the Judicial Service Commission will be charged from the candidates except the candidates appearing for this examination for the first time.

APPENDIX 'J'

Name of the Examination – **Efficiency Bar Examination for officers in Grade I of the Court Management Assistants' Service**

01. Particulars of the Examination

01.1 For Court Clerks

	<i>Question Paper</i>	<i>Duration</i>	<i>Total Mark</i>	<i>Minimum Marks required to pass</i>	<i>Eligibility exemption</i>
01	Constitutional Law and Legal Systems	02 hours	100	40	Attorney-At-Law, L.L.B. or L.L.M. Degree
02	Office Management	02 hours	100	40	-
03	English	02 hours	100	40	Credit pass or above for English Language in G.C.E.(O/L)

01:1:1 Syllabus of the Examination

	<i>Name of the Question Paper</i>	<i>Syllabus</i>
01	Constitutional Law and Legal Systems	It is expected to test candidate's knowledge in the present Constitution and of the past Constitutions and different systems of Law in force in Sri Lanka and Jurisdiction of the Courts
02	Office Management	It is expected to test candidate's knowledge in Establishments Code, Financial Regulations, office systems and office organization.
03	English	This paper will be of the standard of the English Language paper in G.C.E. (O/L) Examination and similar knowledge is expected..

01.2 For Court Interpreters

	<i>Question Paper</i>	<i>Duration</i>	<i>Total Marks</i>	<i>Minimum marks required to pass</i>
01	Office Management	02 hours	100	40
02	Translation	02 hours	100	40

01.2.1 Syllabus of the Examination

	<i>Name of the Question Paper</i>	<i>Syllabus</i>	<i>Duration</i>
01	Office Management	It is expected to test candidate's knowledge in Establishments Code, Financial Regulations, office systems and office organization.	02 hours
02	Translation	(1) Sinhala into English Language English into Sinhala Language	02 hours
		(2) Sinhala into Tamil Language Tamil into Sinhala Language	02 hours
		(3) Tamil into English Language English into Tamil Language	02 hours

(The candidate should select the relevant question paper amongst the above question papers 2 (1), 2 (2), 2(3) according to his appointment)

01.3 For Court Stenographers

	<i>Question Paper</i>	<i>Duration</i>	<i>Total Marks</i>	<i>Minimum marks required to pass</i>
01	Office Management	02 hours	100	40
02	Stenography and Typing (Sinhala/Tamil/English)	50 minutes	100	40
03	Drafting Letters (Sinhala/Tamil/English)	45 minutes	100	40

01.3.1 Syllabus of the Examination

	<i>Name of the Question Paper</i>	<i>Syllabus</i>	<i>Duration</i>
01	Office Management	It is expected to test candidate's knowledge in Establishments Code, Financial Regulations, office systems and office organization.	02 hours
02	Stenography and Typing (Sinhala/Tamil/English)	(1) Stenography and Typing (Sinhala) Taking down a passage dictated within 05 minutes at a minimum speed of 90 words per minute, and transcribing the notes at a speed of 09 words per minute.	50 minutes
		(2) Stenography and Typing (Tamil) Taking down a passage dictated within 05 minutes at a minimum speed of 90 words per minute, and transcribing the notes at a speed of 09 words per minute.	50 minutes

		(3) Stenography and Typing (English) Taking down a passage dictated within 05 minutes at a minimum speed of 110 words per minute, and transcribing the notes at a speed of 11 words per minute.	50 minutes
03	Drafting Letters (Sinhala/Tamil/English)	Drafting letters under given topics and submitting in longhand.	45 minutes

(The candidate should select the relevant question paper amongst the above question papers 2(1), 2 (2), 2 (3) and 03 according to his appointment.)

01.4 For Court Typists

	<i>Question Paper</i>	<i>Duration</i>	<i>Total Marks</i>	<i>Minimum marks required to pass</i>
01	Office Management	02 hours	100	40
02	Typing	20 minutes	100	40
03	Drafting Letters	45 minutes	100	40

01.4.1 Syllabus of the Examination

	<i>Name of the Question Paper</i>	<i>Syllabus</i>	<i>Duration</i>
01	Office Management	It is expected to test candidate's knowledge in Establishments Code, Financial Regulations, office systems and office organization.	02 hours
02	Typing (Sinhala/Tamil/English)	(1) Typing (Sinhala) Typing a passage of 700 words at a speed of 35 words per minute.	20 minutes
		(2) Typing (Tamil) Typing a passage of 700 words at a speed of 35 words per minute	20 minutes
		(3) Typing (English) Typing a passage of 800 words at a speed of 40 words per minute	20 minutes
03	Drafting Letters (Sinhala/Tamil/English)	Drafting letters under given topics and submitting in longhand	45 minutes

(The candidate should select the relevant question paper amongst the above question papers 2 (1), 2 (2), 2 (3) and 03 according to his appointment)

02. Candidates shall answer the written question papers in the medium in which they sat the examination to enter the relevant service.
03. Officers may appear separately for each subject and at different occasions at their discretion. However, they shall score at least forty percent (40%) of the total marks allocated for each subject for a pass.
04. These papers will consist of multiple choice questions, short questions, questions on structured essays and essays.
05. Authority for conducting the examinations - The Secretary, Judicial Service Commission
06. The examination is held every year.
07. Applications will be called for the examination through the notifications published by the Judicial Service Commission from time to time.
08. A fee decided by the Judicial Service Commission will be charged from the candidates except the candidates appearing for this examination for the first time.

APPENDIX 'K'

Name of the Examination: - **Efficiency Bar Examination for officers in Grade III of the Court Book Binders' Service**

01. Particulars of the Examination

	<i>Question Paper</i>	<i>Duration</i>	<i>Total Marks</i>	<i>Minimum marks required to pass</i>
01	Knowledge in Office Systems	02 hours	100	40
02	Knowledge in Book Binding	01 hour	100	40

02. Syllabus of the Examination

	<i>Name of the Question Paper</i>	<i>Syllabus</i>	<i>Duration</i>
01	Knowledge in Office Systems	It is expected to test candidate's basic knowledge in Establishments Code and General Discipline and Conduct.	02 hours
02	Knowledge in Book Binding	It is expected to test candidate's knowledge in the order of filing documents to a case record and /or a Court file.	01 hour

03. Candidates shall answer the written question papers in the medium in which they sat the examination to enter the relevant service.
04. Officers may appear separately for each subject and at different occasions at their discretion. However, they shall score at least forty percent (40%) of the total marks allocated for each subject for a pass.
05. These papers will consist of multiple choice questions, short questions, questions on structural essays and essays.
06. Authority for conducting the Examinations - Secretary, Judicial Service Commission
07. The examination is held every year.
08. Applications will be called for the examination through the notifications published by the Judicial Service Commission from time to time.
09. A fee decided by the Judicial Service Commission will be charged from the candidates except the candidates appearing for this examination for the first time.

APPENDIX 'L'

Posts of Supra Grade in the Court Management Assistants' Service

01. Number of Supra Grade Court Clerk posts in the Court Management Assistant' Service

1	Administrative Court Clerk	Supreme Court	
2	Administrative Court Clerk	Court of Appeal	
3	Administrative Court Clerk	Permanent High Court at Bar	Colombo
4	Administrative Court Clerk	Civil Appellate High Court	Colombo
5	Administrative Court Clerk	Civil Appellate High Court	Mount Lavinia
6	Administrative Court Clerk	Civil Appellate High Court	Kalutara
7	Administrative Court Clerk	Civil Appellate High Court	Gampaha
8	Administrative Court Clerk	Civil Appellate High Court	Negombo
9	Administrative Court Clerk	Civil Appellate High Court	Avissawella
10	Administrative Court Clerk	Civil Appellate High Court	Galle
11	Administrative Court Clerk	Civil Appellate High Court	Matara
12	Administrative Court Clerk	Civil Appellate High Court	Tangalle
13	Administrative Court Clerk	Civil Appellate High Court	Kandy
14	Administrative Court Clerk	Civil Appellate High Court	Ratnapura
15	Administrative Court Clerk	Civil Appellate High Court	Kegalle
16	Administrative Court Clerk	Civil Appellate High Court	Kurunegala
17	Administrative Court Clerk	Civil Appellate High Court	Anuradhapura
18	Administrative Court Clerk	Civil Appellate High Court	Badulla
19	Administrative Court Clerk	Civil Appellate High Court	Ampara
20	Administrative Court Clerk	Civil Appellate High Court	Kalmunai
21	Administrative Court Clerk	Civil Appellate High Court	Batticaloa
22	Administrative Court Clerk	Civil Appellate High Court	Trincomalee
23	Administrative Court Clerk	Civil Appellate High Court	Jaffna
24	Administrative Court Clerk	Civil Appellate High Court	Vavniya
25	Administrative Court Clerk	Commercial High Court	Colombo
26	Administrative Court Clerk	High Court	Colombo
27	Administrative Court Clerk	High Court	Kalutara

28	Administrative Court Clerk	High Court	Panadura
29	Administrative Court Clerk	High Court	Gampaha
30	Administrative Court Clerk	High Court	Avissawella
31	Administrative Court Clerk	High Court	Homagama
32	Administrative Court Clerk	High Court	Negombo
33	Administrative Court Clerk	High Court	Galle
34	Administrative Court Clerk	High Court	Balapitiya
35	Administrative Court Clerk	High Court	Matara
36	Administrative Court Clerk	High Court	Tangalle
37	Administrative Court Clerk	High Court	Hambanthota
38	Administrative Court Clerk	High Court	Kandy
39	Administrative Court Clerk	High Court	Nuwara Eliya
40	Administrative Court Clerk	High Court	Ratnapura
41	Administrative Court Clerk	High Court	Embilipitiya
42	Administrative Court Clerk	High Court	Kegalle
43	Administrative Court Clerk	High Court	Kurunegala
44	Administrative Court Clerk	High Court	Kuliapitiya
45	Administrative Court Clerk	High Court	Chilaw
46	Administrative Court Clerk	High Court	Puttalam
47	Administrative Court Clerk	High Court	Anuradhapura
48	Administrative Court Clerk	High Court	Polonnaruwa
49	Administrative Court Clerk	High Court	Badulla
50	Administrative Court Clerk	High Court	Monaragala
51	Administrative Court Clerk	High Court	Ampara
52	Administrative Court Clerk	High Court	Kalmunai
53	Administrative Court Clerk	High Court	Batticaloa
54	Administrative Court Clerk	High Court	Trincomalee
55	Administrative Court Clerk	High Court	Jaffna
56	Administrative Court Clerk	High Court	Vavuniya
57	Administrative Court Clerk	High Court	Mannar
58	Administrative Court Clerk	District Court	Colombo
59	Administrative Court Clerk	District Court	Mount Lavinia
60	Administrative Court Clerk	District Court	Nugegoda
61	Administrative Court Clerk	District Court	Kalutara
62	Administrative Court Clerk	District Court	Horana
63	Administrative Court Clerk	District Court	Mathugama
64	Administrative Court Clerk	District Court	Panadura
65	Administrative Court Clerk	District Court	Gampaha
66	Administrative Court Clerk	District Court	Negombo
67	Administrative Court Clerk	District Court	Avissawella
68	Administrative Court Clerk	District Court	Kaduwa
69	Administrative Court Clerk	District Court	Homagama
70	Administrative Court Clerk	District Court	Galle
71	Administrative Court Clerk	District Court	Matara
72	Administrative Court Clerk	District Court	Balapitiya
73	Administrative Court Clerk	District Court	Kandy
74	Administrative Court Clerk	District Court	Nuwara Eliya
75	Administrative Court Clerk	District Court	Kegalle
76	Administrative Court Clerk	District Court	Ratnapura
77	Administrative Court Clerk	District Court	Embilipitiya
78	Administrative Court Clerk	District Court	Kurunegala
79	Administrative Court Clerk	District Court	Kuliapitiya
80	Administrative Court Clerk	District Court	Anuradhapura

81	Administrative Court Clerk	District Court	Badulla
82	Administrative Court Clerk	District Court	Bandarawela
83	Administrative Court Clerk	District Court	Kalmune
84	Administrative Court Clerk	District Court	Akkaraipattu
85	Administrative Court Clerk	District Court	Batticaloa
86	Administrative Court Clerk	District Court	Trincomalee
87	Administrative Court Clerk	District Court	Jaffna
88	Administrative Court Clerk	District/Magistrate's Court	Moratuwa
89	Administrative Court Clerk	District/Magistrate's Court	Attanagalla
90	Administrative Court Clerk	District/Magistrate's Court	Pugoda
91	Administrative Court Clerk	District/Magistrate's Court	Matale
92	Administrative Court Clerk	District/Magistrate's Court	Maho
93	Administrative Court Clerk	District/Magistrate's Court	Chilaw
94	Administrative Court Clerk	District/Magistrate's Court	Puttalam
95	Administrative Court Clerk	District/Magistrate's Court	Marawila
96	Administrative Court Clerk	District/Magistrate's Court	Polonnaruwa
97	Administrative Court Clerk	District/Magistrate's Court	Ampara
98	Administrative Court Clerk	District/Magistrate's Court	Vavuniya
99	Administrative Court Clerk	District/Magistrate's Court	Colombo
100	Administrative Court Clerk	Magistrate's Court	Mount Lavinia
101	Administrative Court Clerk	Magistrate's Court	Maligakanda
102	Administrative Court Clerk	Magistrate's Court	Nugegoda
103	Administrative Court Clerk	Magistrate's Court	Kalutara
104	Administrative Court Clerk	Magistrate's Court	Mathugama
105	Administrative Court Clerk	Magistrate's Court	Panadura
106	Administrative Court Clerk	Magistrate's Court	Gampaha
107	Administrative Court Clerk	Magistrate's Court	Negombo
108	Administrative Court Clerk	Magistrate's Court	Galle
109	Administrative Court Clerk	Magistrate's Court	Matara
110	Administrative Court Clerk	Magistrate's Court	Kandy
111	Administrative Court Clerk	Magistrate's Court	Ratnapura
112	Administrative Court Clerk	Magistrate's Court	Embilipitiya
113	Administrative Court Clerk	Magistrate's Court	Kurunegala
114	Administrative Court Clerk	Magistrate's Court	Anuradhapura
115	Administrative Court Clerk	Magistrate's Court	Batticaloa
116	Administrative Court Clerk	Magistrate's Court	Trincomalee

02.Number of Supra Grade Interpreter posts in the Court Management Assistants' Service

1	Interpreter Supra Grade	Commercial High Court	Colombo
2	Interpreter Supra Grade	High Court	Colombo
3	Interpreter Supra Grade	High Court	Gampaha
4	Interpreter Supra Grade	High Court	Galle
5	Interpreter Supra Grade	High Court	Kandy
6	Interpreter Supra Grade	High Court	Kegalle
7	Interpreter Supra Grade	High Court	Kurunegala
8	Interpreter Supra Grade	High Court	Anuradhapura
9	Interpreter Supra Grade	High Court	Batticaloa
10	Interpreter Supra Grade	High Court	Jaffna
11	Interpreter Supra Grade	High Court	Vavuniya
12	Interpreter Supra Grade	District Court	Colombo
13	Interpreter Supra Grade	District Court	Kandy
14	Interpreter Supra Grade	Chief Magistrate's Court	Colombo
15	Interpreter Supra Grade	Magistrate's Court	Kandy

03. Number of Supra Grade Stenographer posts in the Court Management Assistant' Service

1	Chief Stenographer	Supreme Court	
2	Chief Stenographer	Court of Appeal	
3	Chief Stenographer	Permanent High Court at Bar	Colombo
4	Chief Stenographer	Commercial High Court	Colombo
5	Chief Stenographer	High Court	Colombo
6	Chief Stenographer	High Court	Kalutara
7	Chief Stenographer	High Court	Gampaha
8	Chief Stenographer	High Court	Avissawella
9	Chief Stenographer	High Court	Negombo
10	Chief Stenographer	High Court	Galle
11	Chief Stenographer	High Court	Matara
12	Chief Stenographer	High Court	Tangalle
13	Chief Stenographer	High Court	Kandy
14	Chief Stenographer	High Court	Nuwara Eliya
15	Chief Stenographer	High Court	Ratnapura
16	Chief Stenographer	High Court	Kegalle
17	Chief Stenographer	High Court	Kurunegala
18	Chief Stenographer	High Court	Chilaw
19	Chief Stenographer	High Court	Anuradhapura
20	Chief Stenographer	High Court	Polonnaruwa
21	Chief Stenographer	High Court	Badulla
22	Chief Stenographer	High Court	Monaragala
23	Chief Stenographer	High Court	Ampara
24	Chief Stenographer	High Court	Kalmunai
25	Chief Stenographer	High Court	Batticaloa
26	Chief Stenographer	High Court	Trincomalee
27	Chief Stenographer	High Court	Jaffna
28	Chief Stenographer	High Court	Vavuniya
29	Chief Stenographer	District Court	Colombo
30	Chief Stenographer	District Court	Mount Lavinia
31	Chief Stenographer	District Court	Nugegoda
32	Chief Stenographer	District Court	Kalutara
33	Chief Stenographer	District Court	Horana
34	Chief Stenographer	District Court	Mathugama
35	Chief Stenographer	District Court	Panadura
36	Chief Stenographer	District Court	Gampaha
37	Chief Stenographer	District Court	Negombo
38	Chief Stenographer	District Court	Avissawella
39	Chief Stenographer	District Court	Galle
40	Chief Stenographer	District Court	Matara
41	Chief Stenographer	District Court	Balapitiya
42	Chief Stenographer	District Court	Kandy
43	Chief Stenographer	District Court	Nuwara Eliya
44	Chief Stenographer	District Court	Kegalle
45	Chief Stenographer	District Court	Ratnapura
46	Chief Stenographer	District Court	Embilipitiya
47	Chief Stenographer	District Court	Kurunegala
48	Chief Stenographer	District Court	Kuliyapitiya
49	Chief Stenographer	District Court	Anuradhapura
50	Chief Stenographer	District Court	Badulla
51	Chief Stenographer	District Court	Bandarawela

52	Chief Stenographer	District Court	Kalmunai
53	Chief Stenographer	District Court	Akkaraipattu
54	Chief Stenographer	District Court	Batticaloa
55	Chief Stenographer	District Court	Trincomalee
56	Chief Stenographer	District Court	Jaffna
57	Chief Stenographer	Chief Magistrate's Court	Colombo
58	Chief Stenographer	Magistrate's Court	Kandy

04. Number of Supra Grade Typist posts in the Court Management Assistants' Service

1	Chief Typist	Supreme Court	
2	Chief Typist	Court of Appeal	
3	Chief Typist	Commercial High Court	Colombo
4	Chief Typist	High Court	Colombo
5	Chief Typist	High Court	Kalutara
6	Chief Typist	High Court	Gampaha
7	Chief Typist	High Court	Awissawella
8	Chief Typist	High Court	Negombo
9	Chief Typist	High Court	Galle
10	Chief Typist	High Court	Matara
11	Chief Typist	High Court	Kandy
12	Chief Typist	High Court	Ratnapura
13	Chief Typist	High Court	Kegalle
14	Chief Typist	High Court	Kurunegala
15	Chief Typist	High Court	Anuradhapura
16	Chief Typist	High Court	Polonnaruwa
17	Chief Typist	High Court	Badulla
18	Chief Typist	High Court	Batticaloa
19	Chief Typist	High Court	Trincomalee
20	Chief Typist	High Court	Jaffna
21	Chief Typist	High Court	Vavuniya
22	Chief Typist	District Court	Colombo
23	Chief Typist	District Court	Gampaha
24	Chief Typist	District Court	Galle
25	Chief Typist	District Court	Matara
26	Chief Typist	District Court	Kandy
27	Chief Typist	District Court	Kegalle
28	Chief Typist	Chief Magistrate's Court	Colombo
29	Chief Typist	Magistrate's Court	Kandy

ANNEXURE 01

Personal File No:

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**Specimen Application for promotion to Grade II Class II of the
Court Registrars' Service of Sri Lanka**

PART I

(Should be completed by the officer.)

01. Name with initials: Mr./Mrs./Miss:
02. Names denoted by the initials:
03. (i) Permanent address:
(ii) District (Belongs to the permanent address):
04. Date of birth:
05. National Identity Card No. :
06. Present place of work:
07. (i) Date of appointment to Court Registrar, Grade III :.....
(ii) Date of confirmation in Court Registrar, Grade III :
08. (i) Service period completed in Court Registrar, Grade III as at (date) :
(ii) Have you earned the salary increments during the 03 years prior to the date (.....) ? :
(iii) Particulars of the salary increments earned.

(Indicate the years in order) :

Date of the Salary Increment	Salary Step
.....
.....
.....

09. Date of passing the Efficiency Bar Examination for Court Registrar, Grade III:
(This should be proved by submitting all necessary documents.)

I, (.....full name.....) hereby certify that all information furnished by me above, is true and correct. I am fully aware that if the particulars furnished by me are found to be incorrect, my promotion is liable to be cancelled and disciplinary action is liable to be taken against me.

Date :

.....
Signature of the officer

PART II

Certificate of the Head of the Department.

Secretary, Judicial Service Commission,

I, hereby certify that Mr./Mrs./Miss.....(name with initials) is serving in this Court,

01. He/ She has been appointed to Court Registrar, Grade III w.e.fand has been confirmed in service w.e.f.....,
02. Has completed an active and satisfactory service period of 03 years in Court Registrar, Grade III as at (.....date.....),
03. Has earned all the salary increments during the 03 years immediately preceding the date (.....),
04. Has passed the Efficiency Bar Examination of Court Registrar, Grade III,
05. The number of half pay or no pay leave obtained by the officer isor he/she has not obtained half pay and no pay leave during the 03 years immediately preceding,
06. Has been/Has not been subjected to any punishment (except warning) during the period concerned, (If any, give particulars regarding the punishment)
07. No disciplinary action is pending against the officer and do not intend to take any disciplinary action as at the date.

I certify that all the foregoing particulars are correct according to the personal file and I recommend to promote the officer to Grade II Class II of the Court Registrars' Service as he /she has fulfilled all the qualifications for promotion to Grade II Class II of the Court Registrars' Service according to the Service Minute.

Date :.....

Signature of the Head of the Department:

Name:.....

Designation:.....

(Official Stamp)

ANNEXURE 02

Personal File No:

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**Specimen Application for promotion to Grade II Class I of the
Court Registrars' Service of Sri Lanka**

PART I

(Should be completed by the officer.)

01. Name with initials: Mr./Mrs./Miss:
02. Names denoted by the initials:
03. (i) Permanent address:
(ii) District (Belongs to the permanent address):
04. Date of birth:
05. National Identity Card No.:
06. Present place of work:
07. (i) Date of appointment to Court Registrar, Grade III :.....
(ii) Date of confirmation in Court Registrar, Grade III :
08. Date of promotion to Court Registrar, Grade II Class II :.....
09. (i) Service period completed in Court Registrar, Grade II Class II as at (date) :
(ii) Have you earned the salary increments during the 02 years prior to the date (.....) ? :
(iii) Particulars of the salary increments earned.

(Indicate the years in order) :

Date of the Salary Increment	Salary Step
.....
.....

10. Have you acquired the language proficiency relevant to Court Registrar, Grade II Class II ?
(This should be proved by submitting all necessary documents)

I, (.....full name.....) hereby certify that all information furnished by me above, is true and correct. I am fully aware that if the particulars furnished by me are found to be incorrect, my promotion is liable to be cancelled and disciplinary action is liable to be taken against me.

Date :

.....
Signature of the officer

PART II

Certificate of the Head of the Department.

Secretary, Judicial Service Commission,

I, hereby certify that Mr./Mrs./Miss.....(name with initials) is serving in this Court,

01. He/ She has been appointed to Court Registrar, Grade II Class II w.e.f
02. Has completed an active and satisfactory service period of 02 years in Court Registrar, Grade II Class II as at (.....date.....),
03. Has earned all the salary increments during the 02 years immediately preceding the date (.....),
04. Has acquired the Competency in the relevant level in other official language.
05. The number of half pay or no pay leave obtained by the officer isor he/she has not obtained half pay and no pay leave during the 02 years immediately preceding,
06. Has been/Has not been subjected to any punishment (except warning) during the period concerned, (If any, give particulars regarding the punishment)
07. No disciplinary action is pending against the officer and do not intend to take any disciplinary action as at the date.

I certify that all the foregoing particulars are correct according to the personal file and I recommend to promote the officer to Grade II Class I of the Court Registrars' Service as he /she has fulfilled all the qualifications for promotion to Grade II Class I of the Court Registrars' Service according to the Service Minute.

Date :.....

Signature of the Head of the Department:

Name:.....

Designation:.....

(Official Stamp)

ANNEXURE 03

Personal File No:

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**Specimen Application for promotion to Grade I of the
Court Registrars' Service of Sri Lanka**

PART I

(Should be completed by the officer.)

01. Name with initials: Mr./Mrs./Miss:
02. Names denoted by the initials:
03. (i) Permanent address:
(ii) District (Belongs to the permanent address):
04. Date of birth:
05. National Identity Card No.:
06. Present place of work:
07. (i) Date of appointment to Court Registrar, Grade III :
(ii) Date of confirmation to Court Registrar, Grade III :
08. (i) Date of promotion to Court Registrar, Grade II Class II :
(ii) Date of promotion to Court Registrar, Grade II Class I :
09. (i) Service period completed in Court Registrar, Grade II Class I as at (date) :
(ii) Have you earned the salary increments during the 03 years prior to the date (.....) ? :
(iii) Particulars of the salary increments earned.

(Indicate the years in order) :

Date of the Salary Increment	Salary Step
.....
.....
.....

10. Date of passing the Efficiency Bar Examination for Court Registrar, Grade II Class I :
(This should be proved by submitting all necessary documents.)
11. Have you acquired the language proficiency relevant to Court Registrar, Grade II Class I ?
(This should be proved by submitting all necessary documents)

I, (.....full name.....) hereby certify that all information furnished by me above, is true and correct. I am fully aware that if the particulars furnished by me are found to be incorrect, my promotion is liable to be cancelled and disciplinary action is liable to be taken against me.

Date :

.....
Signature of the officer

PART II

Certificate of the Head of the Department.

Secretary, Judicial Service Commission,

I, hereby certify that Mr./Mrs./Miss.....(name with initials) is serving in this Court,

01. He/ She has been promoted to Court Registrar, Grade II Class I w.e.f,
02. Has completed an active and satisfactory service period of 03 years in Court Registrar, Grade II Class I as at (.....date.....),
03. Has earned all the salary increments during the 03 years immediately preceding the date (.....),
04. Has passed the Efficiency Bar Examination of Court Registrar, Grade II Class I,
05. Has acquired the competency in the relevant level in other official language,
06. The number of half pay or no pay leave obtained by the officer isor he/she has not obtained half pay and no pay leave during the 03 years immediately preceding,
07. Has been/Has not been subjected to any punishment (except warning) during the period concerned, (If any, give particulars regarding the punishment)
08. No disciplinary action is pending against the officer and do not intend to take any disciplinary action as at the date.

I certify that all the foregoing particulars are correct according to the personal file and I recommend to promote the officer to Grade I of the Court Registrars' Service as he /she has fulfilled all the qualifications for promotion to Grade I of the Court Registrars' Service according to the Service Minute.

Date :

Signature of the Head of the Department:

Name:.....

Designation:.....

(Official Stamp)

ANNEXURE 04

Personal File No:

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**Specimen Application for promotion to Grade I of the
Court Family Counsellors' Service of Sri Lanka**

PART I

(Should be completed by the officer.)

01. Name with initials: Mr./Mrs./Miss:
02. Names denoted by the initials:
03. (i) Permanent address:
- (ii) District (Belongs to the permanent address):
04. Date of birth:
05. National Identity Card No.:
06. Present place of work:
07. Date of appointment to Court Family Counsellor, Grade II :
08. Date of confirmation in Court Family Counsellor, Grade II :
09. Date of completing ten (10) years in Court Family Counsellor, Grade II :
10. (i) Have you earned the salary increments during the 05 years prior to the date (.....) ? :
- (ii) Particulars of the salary increments earned.

(Indicate the years in order) :

Date of the Salary Increment	Salary Step
.....
.....
.....
.....
.....

11. Date of passing the Efficiency Bar Examination for Court Family Counsellor, Grade II :
(This should be proved by submitting all necessary documents)
12. Have you acquired the language proficiency relevant to Court Family Counsellor, Grade II ?
(This should be proved by submitting all necessary documents)

I, (.....full name.....) hereby certify that all information furnished by me above, is true and correct. I am fully aware that if the particulars furnished by me are found to be incorrect, my claim for promotion is liable to be cancelled and disciplinary action is liable to be taken against me.

Date :

.....
Signature of the officer

PART II

Certificate of the Head of the Department.

Secretary, Judicial Service Commission,

I, hereby certify that Mr./Mrs./Miss.....(name with initials)
.....is serving in this Court,

01. He/ She has been appointed to Court Family Counsellor, Grade II w.e.f (.....date.....), and has been confirmed in service from the date (.....),
02. Has completed 10 years in Grade II of the Court Family Counsellors' Service as at (.....date.....),
03. Has earned the salary increments during the 05 years prior to the date (.....),
04. The number of half pay or no pay leave obtained by the officer during the 10 years in Grade II is _____ / Has not obtained half pay and no pay leave during the 10 years in Grade II,
05. Has passed the Efficiency Bar Examination of Grade II of the Court Family Counsellors' Service,
06. Has acquired the competency in the relevant level in other official language,
07. Has been/Has not been subjected to any punishment (except warning) during the period concerned, (If any, give particulars regarding the punishment)
08. No disciplinary action is proceeding against the officer and do not intend to take any disciplinary action as at the date.

I certify that all the foregoing particulars are correct according to the personal file and I recommend to promote the officer to Grade I of the Court Family Counsellors' Service as he /she has fulfilled all the qualifications for promotion to Grade I of the Court Family Counsellors' Service according to the Service Minute.

Date:

Signature of the Head of the Department:

Name:_____

Designation:_____

(Official Stamp)

ANNEXURE 05

Personal File No:

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**Specimen Application for promotion from Grade III to Grade II of the
Management Assistants' Service**

PART I

(Should be completed by the officer.)

01. Name with initials: Mr./Mrs./Miss:
02. Names denoted by the initials:
03. (i) Permanent address:
(ii) District (Belongs to the permanent address):
04. Date of birth:
05. National Identity Card No.:
06. Present post and Grade :
07. Present place of work :
08. (i) Date of appointment to Grade III of the Court Management Assistants' Service :.....
(ii) Date of confirmation in said service :
09. (i) Date of completing ten (10) years of service Grade III of the Court Management Assistants' Service:....
(ii) The service period completed in Grade III of the Court Management Assistants' Service as at (date) :....
10. (i) Have you earned the salary increments during the 05 years prior to the date (.....) ? :
(iii) Particulars of the salary increments earned.

(Indicate the years in order) :

Date of the Salary Increment	Salary Step
.....
.....
.....
.....

11. Date of passing the Efficiency Bar Examination of Grade III of Court Management Assistants' Service :.....
(This should be proved by submitting all necessary documents)
10. Have you acquired the language proficiency relevant to Court Management Assistants' Service ?
(This should be proved by submitting all necessary documents)

I, (.....full name.....) hereby certify that all information furnished by me above, is true and correct. I am fully aware that if the particulars furnished by me are found to be incorrect, my promotion is liable to be cancelled and disciplinary action is liable to be taken against me.

Date :

.....
Signature of the officer

PART II

Certificate of the Head of the Department.

Secretary, Judicial Service Commission,

I, hereby certify that Mr./Mrs./Miss.....(name with initials)is serving in this Court,

01. He/ She has been appointed to Grade III of the Court Management Assistants' Service w.e.f (.....date.....), and has been confirmed in service from the date (.....),
02. Has completed 10 years in Grade III of the Court Management Assistants' Service, as at (.....date.....),
03. Has earned the salary increments during the 05 years prior to the date requesting for promotion,
04. The number of half pay or no pay leave obtained by the officer during the 10 years in Grade III is / Has not obtained half pay and no pay leave during the 10 years in Grade III,
05. Has passed the Efficiency Bar Examination of Grade III of the Court Management Assistants' Service,
06. Has acquired the competency in the relevant level in other official language,
07. Has been/Has not been subjected to any punishment (except warning) during the period concerned, (If any, give particulars regarding the punishment)
08. No disciplinary action is pending against the officer and do not intend to take any disciplinary action as at the date.

I certify that all the foregoing particulars are correct according to the personal file and I recommend to promote the officer to Grade II of the Court Management Assistants' Service as he /she has fulfilled all the qualifications for promotion to Grade II of the Court Management Assistants' Service according to the Service Minute.

Date:

Signature of the Head of the Department:

Name:.....

Designation:

(Official Stamp)

ANNEXURE 06

Personal File No:

**Specimen Application for promotion from Grade II to Grade I of the
Court Management Assistants' Service**

PART I

(Should be completed by the officer.)

01. Name with initials: Mr./Mrs./Miss:
02. Names denoted by the initials:
03. (i) Permanent address:
- (ii) District (Belongs to the permanent address):
04. Date of birth:
05. National Identity Card No.:
06. Present post and Grade :
07. Present place of work :
08. (i) Date of appointment to Grade III of the Court Management Assistants' Service :
- (ii) Date of confirmation in said service :
09. Date of promotion to Grade II of the Court Management Assistants' Service :
10. (i) Date of completing ten (10) years of service Grade II of the Court Management Assistants' Service:
- (ii) The service period completed in Grade II of the Court Management Assistants' Service as at (date) :
11. (i) Have you earned a/the salary increments during the 05 years prior to the date (.....) ? :
- (iii) Particulars of the salary increments earned.

(Indicate the years in order) :

Date of the Salary Increment	Salary Step
.....
.....
.....
.....

12. Date of passing the Efficiency Bar Examination of Grade II of Court Management Assistants' Service :
(This should be proved by submitting all necessary documents)
13. Have you acquired the language proficiency relevant to Court Management Assistants' Service?
(This should be proved by submitting all necessary documents)

I, (..... full name.....) hereby certify that all information furnished by me above, is true and correct. I am fully aware that if the particulars furnished by me are found to be incorrect, my promotion is liable to be cancelled and disciplinary action is liable to be taken against me.

Date :

.....
Signature of the officer

PART II

Certificate of the Head of the Department.

Secretary, Judicial Service Commission,

I, hereby certify that Mr./Mrs./Miss.....(name with initials) is serving in this Court,

01. He/ She has been promoted to Grade II of the Court Management Assistants' Service from (..... date.....),
02. Has completed 10 years in Grade II of the Court Management Assistants' Service as at (.....date.....),
03. Has earned all the salary increments during the 05 years prior to the date requesting for promotion ,
04. The number of half pay or no pay leave obtained by the officer during the 10 years in Grade II is...../has not obtained half pay and no pay leave during the 10 years in Grade II,
05. Has passed the Efficiency Bar Examination of Grade II of the Court Management Assistants' Service,
06. Has acquired the competency in the relevant level in other official language,
07. Has been/Has not been subjected to any punishment (except warning) during the period concerned, (If any, give particulars regarding the punishment)
08. No disciplinary action is pending against the officer and do not intend to take any disciplinary action as at the date.

I certify that all the foregoing particulars are correct according to the personal file and I recommend to promote the officer to Grade I of the Court Management Assistant Service as he /she has fulfilled all the qualifications for promotion to Grade I of the Court Management Assistant Service according to the Service Minute.

Date :

Signature of the Head of the Department:

Name:.....

Designation:.....

(Official Stamp)

ANNEXURE 07

Personal File No:

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**Specimen Application for promotion from Grade I to Supra Grade of the
Court Management Assistants' Service**

PART I

(Should be completed by the officer.)

01. Name with initials: Mr./Mrs./Miss:
02. Names denoted by the initials:
03. (i) Permanent address:
- (ii) District (Belongs to the permanent address):
04. Date of birth:
05. National Identity Card No.:
06. Present post and Grade :
07. Present place of work :
08. (i) Date of appointment to Grade III of the Court Management Assistants' Service :
- (ii) Date of confirmation in said service :
09. Date promotion to Grade II of the Court Management Assistants' Service :
10. Date of promotion to Grade I of the Court Management Assistants' Service :
11. (i) Date of completing five (5) years of service Grade I of the Court Management Assistants' Service:....
- (ii) The service period completed in Grade I of the Court Management Assistants' Service as at (date) :....
12. (i) Have you earned the salary increments during the 05 years prior to the date (.....) ? :
- (iii) Particulars of the salary increments earned.

(Indicate the years in order) :

Date of the Salary Increment	Salary Step
.....
.....
.....
.....

13. Date of passing the Efficiency Bar Examination of Grade I of Court Management Assistants' Service :.....
(This should be proved by submitting all necessary documents)

I, (.....full name.....) hereby certify that all information furnished by me above, is true and correct. I am fully aware that if the particulars furnished by me are found to be incorrect, my promotion is liable to be cancelled and disciplinary action is liable to be taken against me. I also agree to serve in a given post and a station set out in Appendix 'L' if promoted to the Supra Grade.

Date :

.....
Signature of the officer

PART II

Certificate of the Head of the Department.

Secretary, Judicial Service Commission,

I, hereby certify that Mr./Mrs./Miss.....(name with initials) is serving in this Court,

01. He/ She has been promoted to Grade I of the Court Management Assistants' Service as at(date) ,
02. Has completed 05 years in Grade I of the Court Management Assistants' Service from,
03. Has earned all the salary increments during the 05 years prior to the date requesting for promotion ,
04. The number of half pay or no pay leave obtained by the officer during the 05 years in Grade I is...../Has not obtained half pay and no pay leave during the 05 years in Grade I,
05. Has passed the Efficiency Bar Examination of Grade I of the Court Management Assistants' Service,
06. Has been/Has not been subjected to any punishment (except warning) during the period concerned, (If any, give particulars regarding the punishment)
07. No disciplinary action is pending against the officer and do not intend to take any disciplinary action as at the date.

I certify that all the foregoing particulars are correct according to the personal file and I recommend to promote the officer to Supra Grade of the Court Management Assistants' Service as he /she has fulfilled all the qualifications for promotion to Supra Grade of the Court Management Assistants' Service according to the Service Minute.

Date :

Signature of the Head of the Department:

Name:.....

Designation:.....

(Official Stamp)

ANNEXURE 08

Personal File No:

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**Specimen Application for promotion from Grade III to Grade II of the
Court Book Binders' Service**

PART I

(Should be completed by the officer.)

01. Name with initials: Mr./Mrs./Miss:
02. Names denoted by the initials:
03. (i) Permanent address:
- (ii) District (Belongs to the permanent address):
04. Date of birth:
05. National Identity Card No.:
06. Present place of work :
07. (i) Date of appointment to Grade III of the Court Book Binders' Service :
- (ii) Date of confirmation in said service :
08. (i) Date of completing ten (10) years of service in III Court Book Binders' Service:
- (ii) The service period completed in Grade III of the Court Book Binders' Service as at (date) :
09. (i) Have you earned the salary increments during the 05 years prior to the date matching the request?
- (iii) Particulars of the salary increments earned.

(Indicate the years in order) :

Date of the Salary Increment	Salary Step
.....
.....
.....
.....

10. Date of passing the Efficiency Bar Examination of Grade III of Court Book Binders' Service :
- (This should be proved by submitting all necessary documents)
11. Have you acquired competency in the other official language relevant to Grade III of the Court Book Binders' Service ?
- (This should be proved by submitting all necessary documents)

I, (.....full name.....) hereby certify that all information furnished by me above, is true and correct. I am fully aware that if the particulars furnished by me are found to be incorrect, my promotion is liable to be cancelled and disciplinary action is liable to be taken against me.

Date :

.....
Signature of the officer

PART II

Certificate of the Head of the Department.

Secretary, Judicial Service Commission,

I, hereby certify that Mr./Mrs./Miss.....(name with initials) is serving in this Court,

01. He/ She has been appointed to Grade III of the Court Book Binders' Service from and has been confirmed in service w. e. f. (.....date.....),
02. Has completed 10 years in Grade III of the Court Book Binders' Service as at (.....date.....),
03. Has earned all the salary increments during the 05 years prior to the date requesting for promotion,
04. The number of half pay or no pay leave obtained by the officer during the 10 years in Grade III is...../Has not obtained half pay and no pay leave during the 10 years in Grade III,
05. Has passed the Efficiency Bar Examination of Grade III of the Court Court Book Binders' Service,
06. Has acquired competency in the relevant level in other official language,
07. Has been/Has not been subjected to any punishment (except warning) during the period concerned, (If any, give particulars regarding the punishment)
08. No disciplinary action is proceeding against the officer and do not intend to take any disciplinary action as at the date.

I certify that all the foregoing particulars are correct according to the personal file and I recommend to promote the officer to Grade II of the Court Book Binders' Service as he /she has fulfilled all the qualifications for promotion to Grade II of the Court Book Binders' Service according to the Service Minute.

Date :

Signature of the Head of the Department:

Name:.....

Designation:.....

(Official Stamp)

ANNEXURE 09

Personal File No:

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**Specimen Application for promotion from Grade II to Grade I of the
Court Book Binders' Service**

PART I

(Should be completed by the officer.)

01. Name with initials: Mr./Mrs./Miss:
02. Names denoted by the initials:
03. (i) Permanent address:
- (ii) District (Belongs to the permanent address):
04. Date of birth:
05. National Identity Card No.:
06. Present place of work :
07. (i) Date of first appointment to Grade III of the Court Book Binders' Service :
- (ii) Date of confirmation in said service :
08. Date of promotion to Grade II of Court Book Binders' Service :
09. (i) Date of completing ten (10) years of service in Grade II of Court Book Binders' Service :
- (ii) The service period completed in Grade II of Court Book Binders' Service as at (date) :
10. (i) Have you earned the salary increments during the 05 years prior to the date making the request ?
- (ii) Particulars of the salary increments earned.

(Indicate the years in order) :

Date of the Salary Increment	Salary Step
.....
.....
.....
.....
.....

I, (.....full name.....) hereby certify that all information furnished by me above, is true and correct. I am fully aware that if the particulars furnished by me are found to be incorrect, my promotion is liable to be cancelled and disciplinary action is liable to be taken against me.

Date :

.....
Signature of the officer

PART II

Certificate of the Head of the Department.

Secretary, Judicial Service Commission,

I, hereby certify that Mr./Mrs./Miss.....(name with initials) is serving in this Court,

01. He/ She has been promoted to Grade II of the Court Book Binders' Service w. e. f.,
02. Has completed 10 years in Grade II of the Court Book Binders' Service as at
(.....date.....),
03. Has earned all the salary increments during the 05 years prior to the date requesting for promotion ,
04. The number of half pay or no pay leave obtained by the officer during the 10 years in Grade II is...../Has not obtained half pay and no pay leave during the 10 years in Grade II ,
05. Has been/Has not been subjected to any punishment (except warning) during the period concerned,
(If any, give particulars regarding the punishment),
06. No disciplinary action is pending against the officer and do not intend to take any disciplinary action as at the date.

I certify that all the foregoing particulars are correct according to the personal file and I recommend to promote the officer to Grade I of the Court Book Binders' Service as he /she has fulfilled all the qualifications for promotion to Grade I of the Court Book Binders' Service according to the Service Minute.

Date :.....

Signature of the Head of the Department:

Name:.....

Designation:.....

(Official Stamp)

ANNEXURE 10

Personal File No:

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**Specimen Application for promotion from Grade I to Special Grade of the
Court Book Binders' Service**

PART I

(Should be completed by the officer.)

01. Name with initials: Mr./Mrs./Miss:
02. Names denoted by the initials:
03. (i) Permanent address:
- (ii) District (Belongs to the permanent address):
04. Date of birth:
05. National Identity Card No.:
06. Present place of work :
07. (i) Date of appointment to Grade III of the Court Book Binders' Service :
- (ii) Date of confirmation in said service :
08. Date of promotion to Grade II of Court Book Binders' Service :
09. Date of promotion to Grade I of Court Book Binders' Service :
10. (i) Date of completing ten (10) years of service in Grade I of Court Book Binders' Service:
- (ii) The service period completed in Grade I of the Court Book Binders' Service as at (date) :
11. (i) Have you earned the salary increments during the 05 years prior to the date making the request ?
.....
- (ii) Particulars of the salary increments earned.

(Indicate the years in order) :

Date of the Salary Increment	Salary Step
.....
.....
.....
.....
.....

I, (.....full name.....) hereby certify that all information furnished by me above, is true and correct. I am fully aware that if the particulars furnished by me are found to be incorrect, my promotion is liable to be cancelled and disciplinary action is liable to be taken against me.

Date :

.....
Signature of the officer

PART II

Certificate of the Head of the Department.

Secretary, Judicial Service Commission,

I, hereby certify that Mr./Mrs./Miss.....(name with initials) is serving in this Court,

01. He/ She has been promoted to Grade I of the Court Book Binders' Service as at,
02. Has completed 10 years in Grade I of the Court Book Binders' Service from
(.....date.....),
03. Has earned all the salary increments during the 05 years prior to the date requesting for promotion ,
04. The number of half pay or no pay leave obtained by the officer during the 10 years in Grade I is...../Has not
obtained half pay and no pay leave during the 10 years in Grade I,
05. Has been/Has not been subjected to any punishment (except warning) during the period concerned,
(If any, give particulars regarding the punishment)
06. No disciplinary action is pending against the officer and do not intend to take any disciplinary action as at the
date.

I certify that all the foregoing particulars are correct according to the personal file and I recommend to promote the officer to Special Grade of the Court Book Binders' Service as he /she has fulfilled all the qualifications for promotion to Special Grade of the Court Book Binders' Service according to the Service Minute.

Date :.....

Signature of the Head of the Department:

Name:.....

Designation:.....

(Official Stamp)