



Sri Lanka Judges' Institute

Post vacancies

Application for the recruitment to the post of Management Assistant (Non Technical), Office Assistant and Driver

Applications are invited from the citizens of Sri Lanka for the recruitment to the Post of Management Assistant (Non Technical) (05 posts), Office Assistant (02 posts) and Driver (02 posts) in the Sri Lanka Judges' Institute.

Management Assistant (Non Technical) 05 posts

Educational Qualifications:

External Applicants

- (a) Should have passed the General Certificate of Education (Ordinary Level) Examination in six (06) subjects at one sitting including at least four (04) credit passes for Sinhala/Tamil Language, English Language and Mathematics.

and

- (b) Should have passed the General Certificate of Education (Advanced Level) Examination with at least three (03) subjects. (excluding General Common Test)

Internal Applicants:

- (a) Primary Grade -Officers of non-skilled, semi-skilled and skilled service categories who have possessed qualifications under "b", "c" and "e" below may be applied.
- (b) Should have passed the General Certificate of Education (Ordinary Level) Examination in six (06) subjects at one sitting including at least four (04) credit passes for

- I. Sinhala/ Tamil
- II. Mathematics
- III. English

A Course in Computer Type Setting /Typing recognized by the Tertiary and Vocational Education Commission or such other equivalent qualification will be considered as an added qualification.

- (c) Should be confirmed in the present appointment.
- (e) Should have complete a satisfactory service record in a permanent post for a consecutive period of five (05) years immediately preceding the date on which the closing of acceptance of application.

Age:

Every applicant should be not less than eighteen (18) years and not more than forty five (45) years as at the closing date of application. (The maximum age limit will not apply in case of internal applicants.)

Salary Scale:

MA 1-2 - 2016 (Rs.27910 - 10 x 300 - 7 x 350 - 12 x 600 - 12 x 710 -49,080)

Payment of salaries until 2020 is to be in compliance with the Annexure 2 of the Public Management Circular No.2/2016.

Other benefits:

Cost of living allowance/other allowance approved by the Government will be paid.

Method of Recruitment:

Applicants who have possessed the qualifications specified in this notice will be recruited on the order of merit to be secured at the structured interview conducted by the selection board appointed by the appointing authority.

Post of Driver (02 posts)

Qualifications:

External applicants

- (I) Should have passed the General Certificate of Education (Ordinary Level) Examination in Six (06) subjects in not more than two sittings with at least two (02) credit passes.

and

- (II) Should have possessed the driving license for heavy vehicles issued by the Department of Motor Traffic and should have complete three (03) year work experience after obtaining driving license for heavy vehicles. (Certificates should have to be attached.)

Internal applicants:

- (III) Should have possessed the driving license issued by the Department of Motor Traffic and should have completed at least three (03) year work experience after obtaining driving license.

and

- (II) Should have complete a satisfactory service period of 05 years in the primary semi skilled (PL-2) or primary non skilled (PL-1) service categories.

Age:

Every applicant should be not less than eighteen (18) years and not more than forty five (45) years as at the closing date of application. (The maximum age limit will not apply in case of internal applicants.)

Salary Scale:

PL3-2016(Rs.26920-10x270-10x300-10x330-12x350-39490)

Payment of salaries until 2020 is to be in compliance with the Annexure 2 of the Public Management Circular No.2/2016.

Other benefits:

Cost of living allowance/other allowance approved by the Government will be paid.

Method of recruitment:

Recruitment will be made on the order of merit to be secured at the practical test and structured interview.

Post of Office Assistant (02 posts)

Educational Qualifications:

Should have passed the General Certificate of Education (Ordinary Level) Examination in Six (06) subjects in not more than two sittings with at least two (02) credit passes.

Age:

Every applicant should be not less than eighteen (18) years and not more than forty five (45) years as at the closing date of application. (The maximum age limit will not apply in case of internal applicants.).

Salary Scale:

PL-1 - 2016 (Rs.24,750 - 10x250-10x270-7 x300-15 x330- 37000)

Payment of salaries until 2020 is to be in compliance with the Annexure 2 of the Public Management Circular No.2/2016.

Other Benefits:

Cost of living allowance /other allowances approved by the Government will be paid.

Method of Recruitment:

Applicants who have possessed the qualifications specified in this notice will be recruited on the order of merit to be secured at the structured interview conducted by the selection board appointed by the appointing authority.

Other Qualification:

Every applicant,

- i. should be a citizen of Sri Lanka.
- ii. should be physically and mentally fit to discharge the duties and responsibilities of the post and should prefer to work in any part of the country.
- iii. should have possessed an exemplary character.

Terms of engagement:

1. This post is permanent subject to a probation for a period of three years.
2. Selected applicant is liable to pay contribution to the Employees Provident Fund and Employees Trust Fund. Accordingly, selected applicant should pay contribution to the Employees Provident Fund at a rate of 8% of his/her salary while the employer should pay 12%. In addition to that, the employer also pays 3% to the Employees Trust Fund.

Method of Application:

Application to be duly prepared and completed by the applicant himself/herself should be sent by registered post on or before 10.06.2019 to the address given below. The left hand corner of the envelope enclosing the application should be written the post to which the applicant applies. The applications which are not duly prepared and completed in accordance with this notice and which are received after the closing date of applications specified in this notice may be rejected without notice. Any complaints that the applications are lost or delayed in the post will not be entertained.

Further, personal telephone calls or any such other personal contacts in this regard will not be accepted under any circumstances.

Director,

Sri Lanka Judges' Institute,
No.80, Adhikarana Mawatha,
Colombo 12.