

JUDICIAL SERVICE COMMISSION SECRETARIAT

Calling applications for Recruitment of Grade III Drivers

APPLICATIONS are called from male applicants for recruitment of Driver Grade III for the vacancies in the Judicial Service Commission Secretariat with the consent of Director General of Combined Services.

02. Number of existing vacancies in the Judicial Service Commission Secretariat, Hulftsdorp, Colombo 12 is 02, Number of appointments and the date of appointment will be decided by the Authority. The Authority has the power to fill certain number of vacancies or not to fill any vacancy.

03. *Salary.*— According to Public Administration Circular No. 03/2016 dated 25.02.2016 Salary Scale entitled to the post is PL3-2016, Which is Rs.25,790 - 10 x 270- 10 x 300 - 10 x 330 - 12 x 350- Rs. 38,990 (Salary will be paid in terms of Schedule II of P. A. Circular 03/2016 till 01.01.2020)

04. This post is permanent, officers should comply to policy decision taken by the government in the future about the pension scheme entitled.

05. It is compulsory to serve a minimum of three years in the place of first appointment. However, the appointing authority shall have the power to transfer any officer before the mentioned time on the basis of special circumstances.

06. *Educational Qualifications.*— Should pass 06 subjects at least with two credit passes including Sinhala/Tamil Language in G. C. E. Ordinary Level Examination in not more than two sittings.

07. Professional Qualifications :

- (i) Should have a valid driving license issued by the Commissioner General of Motor Traffic with regard to driving of Private/Hiring cars and station wagon tare of which less than 24 CWT. (A driving license in vehicle class C and C1 or a driving license in class B under New procedure shall have been obtained at least before three (03) years from the date of recruitment)

- (ii) Should have a fair knowledge on the High way code.

08. *Experience.*— Should possess 03 years experience as a driver of Motor Vehicles. (The experience shall be proved by certificates)

09. Physical Fitness :

- (i) Shall be the minimum height of 05ft
- (ii) Shall be of sound physical health and good eye sight so as to perform duties during day and night. This should be proved by a proper Certificate issued by Government Medical Officer.

10. Other Qualifications :

- (i) Should be a Citizen of Sri Lanka.
- (ii) Shuld be of excellent character.
- (iii) It is compulsory for every applicant to complete all the qualifications relevant for the post on or before the date on which applications are called.

11. *Age limit.*— Appilcants should not be less than 18 years and not more than 45 years as at the closing date of the application. Upper age limit is not relevant for permanent pensionable appointees who are already in the government service.

12. *Method of recruitment.*— Recruitment shall be made through a Trade Test and General Interview :

* Marks assigned to the trade test are as follows :

<i>Subjects</i>	<i>Maximum Marks</i>	<i>Pass Marks</i>
(i) Competence in driving	40	20
(ii) Practical knowledge of highway rules	40	20
(iii) Basic knowledge on motor mechanism	20	10

* The general interview shall be for examination of initial qualifications required for recruitment and no marks shall be allocated in this regard.

13. Accurate information should be furnished when completing the application. If it is revealed during the clarification of qualifications that a candidate is ineligible, his candidature will be cancelled at any occasion. If any information submitted by a candidate is found to be false he will be dismissed from public service at any occasion.

14. The application should be furnished in accordance with the specimen form. Applications not conforming to the specimen and which are inaccurately completed or in incomplete condition will be rejected without prior notice. The candidate should bear the loss that will occur by not completing the application duly.

15. Completed applications should be sent by registered post or personally handed over to the address "Secretary, Judicial Service Commission Secretariat, Hulftsdorp, Colombo 12" on or before 28.02.2018.

16. Please mention "Recruitment to Grade III of Drivers" on the top left corner of the envelope included of application.

SANJEEWA SOMARATNE,
Secretary,
Judicial Service Commission.

Judicial Service Commission Secretariat,
Colombo 12,
18th January 2018.

SPECIMEN APPLICATION FORM

RECRUITMENT TO GRADE III OF DRIVERS SERVICE

(For office use only)

01. Name with initials : _____.

02. Names denoted by initials : _____.

03. N. I. C. No. :

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04. Permanent address : _____.

05. Gender : Female -1 Male - 0

06. Date of Birth :

Year Month Date

07. Age :

Years : ____ Months : ____ Days : ____.

(As at closing date of applications)

08. Height

09. Civil status

10. Contact No. :

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11. Educational Qualifications :

(i) Results of the first attempt :

Year : ____ . Index No. : ____ .

Subject	Grade	Subject	Grade
1.		6.	
2.		7.	
3.		8.	
4.		9.	
5.		10.	

(ii) Results of the second attempt:

Year : ____ . Index No. : ____ .

Subject	Grade	Subject	Grade
1.		6.	
2.		7.	
3.		8.	
4.		9.	
5.		10.	

12. Details of G. C. E. (A/L) Examination : _____

(i) Year and month of examination

(ii) Index No.: _____

(iii) Results :

Subject	Grade
1.	
2.	
3.	
4.	

13. Experience and competence related to Driver post:—
(Shall have knowledge on high way rules): _____

14. Are you in a sound physical health to engage in the Drive profession? Is your eye sight good ? (Should support medical certificate)

(Please mark ✓ in the relevant box)

Yes No

*Note : Send copies of relevant certificates and Driving license.

15. Have you ever been convicted by a Court of Law for any charge? :

(Please mark ✓ in the relevant box)

Yes

No

16. If the answer is "yes" give details:—————

17. Attestation of the applicant :

(a) I respectfully state that the particulars furnished by me in this application are true and correct to the best of my Knowledge. I hereby agree to bear the loss that may occur by some parts filled incompletely and/or completing incorrectly. Further, I state that I have completed accurately all the parts contained herein.

(b) I am aware that, if the statement made by me is proven false. I shall be subjected to be disqualified prior to the appointment and to be dismissed from service after the appointment.

(c) I shall not alter any of the information mentioned herein later.

_____,
Signature of applicant.

Date :_____.

(Applicants who are already in Government Service should forward their applications through their Heads of the Departments)

I certify that Mr..... who is submitting this application has been serving in this office from..... and that his work, attendance and conduct are satisfactory, that he can be released from this institution if selected for the above post.

_____,
Signature of Head of Department.
(Official Stamp)

Date :_____.