

REGISTRY OF THE SUPREME COURT

Applications are called from the Qualified Sri Lankan citizens for the Post of Cook, Primary Non-Technical Service Category, Grade III at the Bungalow of the Chief Justice

APPLICATIONS are invited from citizens of Sri Lanka to select eligible persons for the post of Cook, Primary Non-Technical Service Category, Grade III, at the bungalow of the Chief Justice, on open basis. Applications prepared as per the specimen form given at the end of this notification should be sent by registered post to Registrar, Supreme Court, Colombo 12 to reach on or before 30.11.2018. The words "Recruitment for the post of Cook, Primary Non-Technical Service Category, Grade III, at the bungalow of the Chief Justice" should be clearly stated on the top left-hand corner of the envelop. Applications received after the due date will be rejected. **You should serve in this post till the retirement.**

Work place – Supreme Court - Number of Posts 1.

1. *Method of Recruitment.*– Candidates who satisfy the qualifications shall be appointed for the existing vacancy on the order of merit of the results secured at the structured interview.

2. *Terms of engagement.*– This post is permanent. It includes a pension scheme. You are bound by the policy decisions of the government which will be taken in the future regarding the pension scheme entitled to you.

3. *Salary Scale.*– As per the Public Administration Circular No. 03/2016 of 25.02.2016 the monthly salary scale application to the Grade III, II and I of Primary Non-Technical service category is PL-1-2016 - Rs. 24,250 - 10x250 - 10x270 - 10x300 - 12x330 - Rs. 36,410.

4. Qualifications :

4.1 *Educational Qualifications.*– Should pass 06 subjects including 02 credit passes in G. C. E. Ordinary Level Examination in not more than two sittings.

4.2 *Vocational Qualifications.*– Considered as a special qualification.

4.3 *Experience.*– Considered as a special qualification.

5. *Age limit.*– Should not be less than 18 years and not more than 45 years on 30.11.2018. (Maximum age limit is not relevant for the permanent pensionable appointees who are already in the government service).

6. Other Qualifications :

- (a) Should be a citizen of Sri Lanka,
- (b) Should be of excellent character and physically fit.
- (c) As per the chapter V of the procedural Rules of the Public Service Commission, Applicant should not be an ineligible person in order to appoint to the government service.

Applicants should possess all the qualifications required for this post in every respect on or before the closing date of applications.

7. *Scheme Recruitment.*– Recruitment will be made on the basis of a structured interview.

On the approval of the Director of combined services, eligible applicants will be appointed for the grade III of the KKS service by strictly following the order of the merits of marks obtained by the applicants in a structured interview which is held on the same date of the interview to examine the basic qualifications of the applicants. Applicants should clearly indicate the medium of language they prefer to be interviewed and the structured interview will be held in the preferred language.

Structured marking scheme :

| | <i>Heads to be tested for giving marks</i> | <i>Maximum marks</i> | <i>Pass Marks</i> |
|-----|--|----------------------|-------------------|
| 01. | Additional Educational Qualifications | 10 | } irrelevant |
| 02. | Vocational Qualifications | 20 | |
| 03. | Language knowledge | 10 | |
| 04. | Computer knowledge | 15 | |
| 05. | Experience | 40 | |
| 06. | Leadership, personality and communication ability as approved by the interview board | 05 | |
| | Total | 100 | |

Note.– Experience obtained with regard to the post should be confirmed by accepted certificates of educational qualifications and extra-curricular activities.

8. *Official language :*

| Language | Proficiency to be acquired |
|-----------------------------|--|
| 01. Official Language | Officers who have been appointed to service in a language other than any official language shall acquire proficiency of the relevant language within the probation period. |
| 02. Other official language | Language proficiency of relevant level should be acquired according to the Public Administration Circular No. 01/2014 and other consequential circulars complied with it. |

9. The applications shall be filled carefully with accurate information. If a candidate is found to be ineligible when examining qualifications, his candidature is liable to be cancelled at any moment. If it is found that an applicant has furnished false information at any state he or she is liable to be dismissed from the public service.

10. Application forms should be submitted in compliance with the specimen form. Applications which are incomplete and not prepared in accordance with the specimen form, will be rejected without any notice. Candidates should be responsible for any loss incurred by them due to incompleteness of applications.

11. The words "Recruitment for the post of Cook, Primary Non-Technical Service Category, Grade III at the bungalow of the Chief Justice" should be written on the top left-hand corner of the envelope in which the application is enclosed.

12. All applicants who have submitted their applications on or before the due date shall be called for the structured interview by the Registrar of the Supreme Court, on the presumption that only those who possess Qualifications as indicated in this notification have forwarded their applications. Such call for the applicant doesn't mean to have accepted that he or she possesses all the qualifications for this post. If it was found at the interview that the applicant

doesn't possess the required qualifications as per the *Gazette Notification*, his or her candidature shall be cancelled.

13. Applicants should furnish one of the following documents to the Interview Board in support of their identity :

- (i) National Identity Card issued by the Department for Registration of Persons,
- (ii) A valid passport.

14. This appointment will be subject to the Procedural Rules of the Public Service Commission, circulars issued time to time regarding the government service and conditions of recruitment procedure of primary non-Technical service category of the Supreme Court.

15. Any matter not mentioned here will be decided by the Public Service Commission. All applicants are liable to act according to the common rules and regulations mentioned in this notification.

PRADEEP MAHAMUTHUGALA,
 Additional Magistrate/Registrar.
 Supreme Court.

Registry of the Supreme Court,
 09th November, 2018.

SPECIMEN APPLICATION

RECRUITMENT TO THE GRADE III OF PRIMARY NON-TECHNICAL SERVICE CATEGORY IN THE REGISTRY OF THE SUPREME COURT

For office use

POST WHICH APPLIED FOR

01. Name with initials :_____.

02. Name in full :_____.

03. National Identity Card Number :

| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|

04. Permanent Address :_____.

05. Gender :
Female - 1 Male - 0

06. Date of birth :
Year : Month : Date :

07. Telephone Number :

08. Educational Qualifications :
Particulars of G. C. E. (O/L) Examination :
(i) Results of the first attempt :
Year : _____ . Month : _____ .
Index Number : _____ .

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

(ii) Results of the second attempt :
Year : _____ . Month : _____ .
Index Number : _____ .

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

08.1 Particulars of G. C. E. (A/L) Examination :
(i) Year and month of the examination : _____ .
(ii) Index Number : _____ .
(iii) Results :

| Subject | Grade |
|---------|-------|
| | |
| | |
| | |
| | |
| | |

09. Other qualifications : _____ .
10. Experience relevant to the post : _____ .

11. Sports and extra curricular activities : _____ .
12. have you ever been convicted from a court for any charges ?
(Indicate ✓ in the relevant cage) (if yes, give details) :
Yes No

13. Applicant's Declaration :
(a) I hereby declare that the particulars furnished by me in this application are true and accurate to the best of my knowledge. I agree to bear any loss incurred due to not completing some sections of the application. Further, I declare that all the sections of this application are completed correctly.
(b) I am aware that if the declaration made by me is found to be false I am liable to disqualification before appointment and to dismissal from service if the inaccuracy is detected after appointment.
(c) I will not change any of the information furnished here.

Signature of the Applicant.

Date : _____ .
11-982/5
