

## Post - Vacant

### SRI LANKA JUDGES' INSTITUTE

APPLICATIONS are hereby invited from the citizens of Sri Lanka for the recruitment to following posts in Sri Lanka Judges' Institute.

#### 01. Post of Secretary - 1 Post

##### Educational Qualifications

##### External and Internal Candidates

- I. Should have a Bachelor's Degree in Law which is recognized by the UGC;
- II. Should have at Least One (01) year experience in the relevant field after obtaining the university degree;
- or
- III. Should have at least One (01) year experience in the relevant field after obtaining a professional qualification in law from a recognized professional institution,

##### Salary Scale

MM 1-3 - 2016 : Rs.(55,925-10x1,375-15x1,910- Rs.98,325)

#### 02. Post of Research Officer - 1 Post

##### Educational Qualifications

##### External and Internal Candidates

Candidates should have a Bachelor's Degree in Law which is recognized by the UGC and being an Attorney-at-Law of the Supreme Court of Sri Lanka with at least One (01) year experience in the academic or research or Legal Field.

##### Salary Scale

AR 1 - 2016: Rs. (51,285 -5x1135-5x1335-15x1590-87,485)

#### 03. Post of Librarian - 01 Post

##### Educational Qualifications

##### External and Internal Candidates

- I. Should have passed the G.C.E. (O/L) examination with a credit pass for one of following the three subjects Sinhala, Tamil, English.
- II. Should have passed the G.C.E. (O/L) examination with a total of 6 subjects including credit passes for Mathematics and two other subjects, out of which 5 subjects must be passed in one sitting.  
In addition should have passed any three subjects in the G.C.E (A/L) examination.
- III. Should have successfully completed a three year diploma course in Library Science from a recognized university, or successfully completed a three year diploma course in Library Science from the Sri Lanka Library Association, or have possessed a proficiency at a level not lower than NVQ Level 5.

##### Salary Scale

MA. 2-2 - 2016: Rs. (30310 - 10x300 - 7 x350 - 4 x600 - 20 x 710 - Rs. 52,360)

#### 04. Post of Software and Hardware Technician - 02 Posts

##### Educational Qualifications

##### External and Internal Candidates

- I. Should obtain a certificate of proficiency not below than the National Vocational Qualification Level 5, issued by a Technical/ Vocational Training Institute accepted by the Teritary and Vocational Education Commission in software and hardware, and
- II. A minimum of two years post qualifying experience in the relevant field to the post, after obtaining the certificate of proficiency not below than the National Vocational Qualification Level 5.

##### Salary Scale

MA. 2-2 - 2016: Rs. (30,310 - 10x300 - 7x350 - 4x600 - 20x710 - 52,360)

#### 05. Post of Management Assistant (Non-Technical) - 2 Posts

##### Educational Qualifications

##### External Candidates

- I. Should have passed the G.C.E (O/L) examination with six subjects in one sitting with credit passes for four subjects including Sinhala/ Tamil Language, English Language, Mathematics, and
- II. Should have passed three subjects (other than the general paper) at the G.C.E. (A/L) examination.

##### Internal Candidates

Employees of the categories of Primary Level-Skilled, Primary Level-Semi skilled and Primary Level-Unskilled who possess the following qualifications are eligible to apply.

- I. Should have passed the G.C.E (O/L) examination with six subjects in one sitting with credit passes for four subjects including Sinhala/ Tamil Language, English Language, Mathematics. Skills in computer typesetting,/ successful completion of a course recognized by the Tertiary and Vocational Education Commission or any other similar skills are considered as added Qualifications.
- II. Should have been made permanent in the present post.
- III. Should have completed a minimum of five (05) years satisfactory service in a permanent post as at the closing date of applications.

##### Salary Scale

MA. 1-2 - 2016: Rs. (27,910-10x300-7x350-12x600-12x710-49,080)

#### 06. Post of Driver - 03 Posts

##### Educational Qualifications

##### External Candidates

- I. Should have passed the G.C.E (O/L) examination with six subjects in not more than two sittings with at least two credit passes, and
- II. Should have possessed the driving license for heavy vehicle 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 Candidates

- I. Should have possessed the driving license for heavy vehicle issued by the Department of Motor Traffic and should have complete three (03) year work experience after obtaining driving license for heavy vehicles.
- II. Should have completed a satisfactory service period of five (5) years in the primary semi-skilled (PL-2) or primary non-skilled (PL-1) service categories.

### **Salary Scale**

PL. 3 - 2016: Rs. (26,290-10x270-10x300-10x330-12x350-39,490)

### **Every Applicant**

- I. Should be a citizen of Sri Lanka.
- II. Should be physically and mentally fit to discharge the duties of the post well and to serve in any part of the Island.
- III. Should be of excellent moral character

### **Age**

Applicants who are applying for the posts of Secretary and Research Officer shall not be less than 22 years and not be more than 45 years of age as at the closing date of applications.

Applicants who are applying for the other posts, shall not be less than 18 years and not be more than 45 years of age as at the closing date of applications.

Maximum age limit will not be considered for internal applicants.

### **Other benefits**

Cost of Living (COL) allowance and other allowances approved by the Government.

### **Method of Recruitment**

Recruitments will be done on merit at the structural interview of the applicants who have possessed the above basic qualifications. In addition, a practical test will be conducted for the applicant who have applied for the post of driver.

### **Conditions of Service**

- These are permanent posts subject to three-year probationary period
- EPF and ETF: The Employee will be required to Contribute 8% and employer will contribute 12% for EPF and 3% for ETF of the salary

### **Application Procedure**

The Specimen Application which has been published in the Institute's website <http://www.judgestinstitute.lk/> should be duly filled and sent by registered post to reach the following address on or before **02.10.2024**. The applications that are not duly completed and are received after the closing date will be rejected. Complains in respect of the applications lost in the mail will not be accepted.

The name of the applying post should be written on the top left hand corner of the envelope containing the application.

Director,  
Sri Lanka Judges' Institute,  
No. 80 (5<sup>th</sup> and 6<sup>th</sup> Floors),  
Adhikarana Mawatha,  
Colombo 12.

**Specimen Application**  
(for all Positions)

Applying Post : .....

**Personal Information**

- Name in full .....
- Personal Address .....
- National Identity Card Number .....
- Date of Birth ..... Age .....
- Telephone number .....
- E-mail Address .....
- Gender .....
- Heavy Vehicle Driving License Number .....

*(Only for the applicants who are applying for the post of Driver)*

**Educational Qualifications**

G.C.E. (O/L) Examination

Subject	Grade

G.C.E. (A/L) Examination

Subject	Grade

Other Educational Qualifications (Degree/ Diploma or Higher Educational Qualifications)

- 1. ....
- 2. ....
- 3. ....
- 4. ....
- 5. ....

Professional Qualifications

- 1. ....
- 2. ....
- 3. ....
- 4. ....
- 5. ....

Work Experience

- 1. ....
- 2. ....
- 3. ....
- 4. ....
- 5. ....

Please mention whether you have fulfilled all the qualifications required for the post applying (Yes/No)

Non-Related Referees

1. Name Designation : Contact Number	2. Name Designation Contact Number
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**Declaration of the Applicant**

I declare that the particulars in this application are true and correct.

Signature of the Applicant : .....