

## JUDICIAL SERVICE COMMISSION

### Open Competitive Examination for the Recruitment of Court Clerk Grade III of the Court Management Assistants' Service in the Scheduled Public Officers' Service - 2026

IN terms of provisions set out in the Scheduled Public Officers' Service Minute published in *Extraordinary Gazette* bearing No.2088/26 dated 11.09.2018, applications are called from Sri Lankan citizens who possess the required qualifications for the Open Competitive Examination for recruitment of Court Clerk Grade III of the Court Management Assistants' Service in the Scheduled Public Officers' Service - 2026.

The venue of this examination will be informed after calling for applications and the Secretary, Judicial Service Commission reserves the right to postpone or cancel this examination subject to the instructions of the Judicial Service Commission.

#### 02. Conditions of Service

- 2.1 Court Clerks recruited subject to the provisions of the Constitution and provisions of the Schedule Public Officer's Service Minute, will be subject 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 the time.
- 2.2 This appointment is subject to a probation period of three years. The Efficiency Bar Examination should be passed before 05 years from the recruitment to Court Clerk Grade III of the Court Management Assistants' Service in the Scheduled Public Officers' Service as prescribed in the Service Minute.
- 2.3 The Secretary, Judicial Service Commission is vested with the power to cancel the appointments of the applicants who fail to assume duties in the post to which they are appointed on the due date and/or applicants who refuse or neglect to assume duties in a post or in an area into which they are appointed, on the direction of the Judicial Service Commission.
- 2.4 The other official language proficiency should be acquired according to the secondary level relevant to Court Clerk Grade III of the Court Management Assistants' Service in the Scheduled Public Officers' Service in accordance with Public

Administration Circular 18/2020 and Judicial Service Commission Circular 456 issued there to within 03 years after joining the service.

03. As per Public Administration Circular No : 10/2025 dated 25.03.2025 the salary scale prescribed to Court Clerk Grade III of the Court Management Assistants' Service in the Scheduled Public Officer's Service is as follows:

Salary Code – MN 2-2025

Salary Scale (Monthly) – Rs.48, 470 /- 10 x 540 – 11 x 630 – 10 x 1010 – 10 x 1190 - Rs.82, 800/-

Applicants recruited to Court Clerk Grade III of the Court Management Assistants' Service in the Scheduled Public Officers' Service will be placed in the initial salary scale of Rs. 48, 470/- and salaries will be paid as per schedule III of Public Administration Circular No : 10/2025 dated 25.03.2025

04. This post is permanent and pensionable.

Though it has been stated above that the post is pensionable, the Officers that are to be recruited to Grade III of the Court Clerk 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.

#### 05. Qualifications:

Following qualifications shall have been completed to be recruited to Court Clerk Grade III of the Court Management Assistants' Service in the Scheduled Public Officers' Service.

- (a) Be a citizen of Sri Lanka.
- (b) Should be not less than 18 years and not more than 32 years
- (c) Be a person of excellent moral character.
- (d) Should have fulfilled following educational qualifications.

- (a) Shall have passed 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

- (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 paper).

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

- (e) All the applicants 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.

**N.B.** – It is compulsory that every applicant should have fulfilled all the qualifications required for the respective post by **15<sup>th</sup> May 2026** or prior to said date.

06. Scheme of examination:-

- (a) The examination consists of two (02) question papers

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

This Examination will be held in Sinhala and Tamil medium. An applicant may sit for the examination only in one medium as he/she desires.

**Syllabus of the Examination**

	<i>Name of the Question Paper</i>	<i>Syllabus</i>
01	Language Proficiency	This question paper shall 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.

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

*Note* : Illegible handwriting may be penalized. These papers will consist of multiple choice questions, short questions, questions on structured essays, essays and /or practical question.

07. 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.

Results of the Examination - Results will be issued to the applicants by post by the Secretary, Judicial Service Commission.

08. Penalty for furnishing false information -

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.

09. Examination fees –

The examination fee is Rs.400/= The receipt obtained by paying said amount to the credit of the account of '**Secretary, Judicial Service Commission**' bearing **No: 297100199025039** at **People's Bank, Dam Street Branch** should be affixed using one edge of the receipt on the due place of the application so as not to be detached. (A photocopy of the receipt should be kept with the applicant for future use) The fee will not be refunded under any circumstances, while money orders and stamps will not be accepted in respect of the fee.

## 10. Method of applying -

- (a) Applications should be prepared in compliance with the specimen application form annexed to this notification using both sides of the paper of size 8 ½” x 12” (A 4) and it should be completed in applicant’s own handwriting. Computerized/ Typed applications can also be used for this purpose.

Applications which are incomplete and not prepared in accordance with the specimen form will be rejected without any notice. (It would be advisable to keep a photocopy of the completed application form) It is the responsibility of the applicant to make sure that the application form prepared by him/her complies with the specimen given in the examination notice, as otherwise the application may be rejected.

- (b) Duly completed applications should be sent by registered post to reach the address “Secretary, Judicial Service Commission Secretariat, Colombo 12” **on or before 05<sup>th</sup> June 2026.**

The words “**Open Competitive Examination for recruitment to Court Clerk Grade III of the Court Management Assistants’ Service in the Scheduled Public Officers’ Service - 2026**” should be clearly written on the top left hand corner of the envelope in which the application is enclosed. Any application received after 05<sup>th</sup> June 2026 will be rejected.

- (c) Applicant’s signature in the application form should have been attested by a Principal of a Government School, a Justice of Peace, Commissioner for Oaths, an Attorney at - Law, Notary Public, Commissioned Officer in the Armed Forces, an Officer holding a Gazetted post in the Police Service or an Officer holding a permanent post in Staff Grade in the Public Service.
- (d) Applicants who are already in Public service and who have fulfilled above qualifications should submit their applications through their respective Head of the Department.
- (e) Applications which have not been duly completed in every respect will be rejected. No complaints regarding applications lost or delayed in the post will be entertained.

## 11. Admission to the examination –

Receipt of applications will not be notified. Admission cards will be issued to the applicants by post. If the admission card is not received, it should be brought to the notice of the Judicial Service Commission Secretariat. When informing, the name of the examination applied for, full name of the applicant, address and National Identity Card Number should be mentioned. In case of an applicant outside Colombo, a letter of request consisting of above mentioned details and a fax number for sending a copy of the admission should be faxed to the fax number 011 2 421 206 or 011 2 446 111 of Judicial Service Commission Secretariat. Further to that it would be advisable for the candidate to keep a copy of application form, copy of the receipt relevant to payment of examination fee and the postal article of posting of the application to substantiate any information when requested by the Judicial Service Commission Secretariat.

## 12. Identity of applicants –

Applicants will be required to prove their identity in the examination hall to the satisfaction of the supervisor for each subject they offer. Any of the following documents will be accepted for this.

- National Identity Card issued by the Department of Registration of Persons
- A valid Passport
- A valid Driving License

## 13. Sitting for the examination.

- (a) The Secretary of the Judicial Service Commission will issue admission cards to all applicants who have sent applications which are complete in every respect. An applicant who does not present the admission card will not be permitted to sit for the examination.
- (b) Applicant should appear for the examination at the centre specified for him/her. All the applicants should get the signature placed in the admission card attested and present it to the head of the examination hall on the day they sit for the examination. Applicants shall be bound by the rules and regulations imposed by the Secretary of the Judicial Service Commission for the purpose of conducting the examination. If an applicant violates these rules, he/she is liable for a punishment imposed by the Secretary of the Judicial Service Commission.



- 2.8 Date of birth :  
 Date:   Month:   Year:
- 2.9 Age as at 15.05.2026:  
 Years :   Months :   Days:
- 2.10 Gender : Male - 1 Female – 2   
 (Indicate relevant number in the cage)
- 2.11 Civil status : Married - 1 Unmarried – 2   
 (Indicate relevant number in the cage)
- 2.12 Contact number :  
 Permanent : ..... Mobile : .....  
 Email: ..... WhatsApp No. ....

03. Educational Qualifications:

- 3.1 Particulars of G.C.E (O/L) Examination:  
 (Attach a certified photocopy of the G.C.E (O/L) result sheet)

- (1) Year and month of the examination : .....  
 (2) Index number : .....  
 (3) Results : : .....

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

- 3.2 Particulars of G.C.E (A/L) Examination:  
 (1) Year and month of the examination : .....  
 (2) Index number: .....  
 (3) Results: .....

Subject	Grade
1.	
2.	
3.	
4.	
5.	

05. Other qualifications:  
 .....  
 .....

06. Have you ever been convicted for any offence by any Court?  
 (Indicate the mark (√) in the relevant box)  
 Yes  No   
 (if yes, give particulars) .....

07. Particulars of the receipt obtained for the examination fee:  
Branch of the Bank to which the payment was made : .....  
Number and date of the receipt : .....  
Amount : .....

Affix the receipt firmly here  
(It would be advisable to keep a photocopy with the applicant)

08. Applicant's certificate:
- (a) I solemnly declare that particulars furnished by me in this application are true and accurate to the best of my knowledge . I agree to bear any consequence that may cause as a result of incompleteness of sections and/ or provision of erroneous information. I also state that all sections herein have been correctly filled
  - (b) I am aware that if any particulars contained herein are found to be false, I am liable to disqualification before appointment and to dismissal from service if the inaccuracy is detected after appointment.
  - (c) Further to that, I hereby agree to abide by all the conditions imposed by the Secretary of the Judicial Service Commission for the purpose of holding this examination.
  - (d) I shall not change any information mentioned herein subsequently.

.....  
Date

.....  
Signature of applicant

09. Attestation of applicants' signature :

I hereby certify that Mr./Mrs./Miss. .... who submits this application is known to me personally and that he/she placed his /her signature in my presence on ..... and further the applicant has paid the prescribed examination fee and pasted the receipt on the application.

.....  
Date

.....  
Signature of the Officer  
attesting the signature

Name in full of the officer attesting the signature:.....

Designation : .....

Address : .....

**Certification of the Head of Department** (Only for the applicants who are already in Public Service.)

I hereby recommend that Mr./Mrs./Miss ..... serving in this ..... has fulfilled Educational Qualifications required to apply for Court Clerk Grade III of the Court Management Assistants' Service in the Scheduled Public Officers' Service that he/she could be released from the present post if selected for this post, that he/she is not more than 32 years of age by **15.05.2026**, that he/she placed his/her signature in my presence on ..... further the applicant has paid the prescribed examination fee and pasted the receipt on the application and that I submit his/her application herewith.

Date :-

Signature of the Head of Department :-