

SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE PUBLIC SERVICE COMMISSION REGULATIONS

- Department:** Judicial
- Post:** Chief Court Officer/Court Manager
- Salary:** Rs 18,800 x 600 – 20,000 x 800 – 24,800 (12 52 60)
- Effective Date:** 25 April 2005
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Principal Court Officer who reckon at least two years’ service in a substantive capacity in the grade and who possess -
  - (a) sound administrative ability;
  - (b) good communication and interpersonal skills; and
  - (c) ability to lead and motivate staff.
- Duties:**
  1. To work under the general direction of the Judge in Bankruptcy and Master and Registrar and Magistrates.
  2. To supervise and monitor all court activities to ensure the effective and timely execution of the work performed at the courts/sections.
  3. To participate in the development and implementation of administrative policy.
  4. To ensure that all court activities such as record keeping, exhibit control, revenue and trust money collection, court security are dealt with in a timely and cost-effective manner.
  5. To act as Registrar in Bankruptcy and in Civil and Criminal cases and be responsible for the operation of the Digital Record System.
  6. To deal with cases falling under the Small Claims Procedure.
  7. To assist in the preparation of annual estimates and exercise inventory control.
  8. To deal with establishment matters and be responsible for on-the-job training of subordinate staff.
  9. To co-ordinate and harmonise the activities of the different sections of the court and to assist in the management of the court premises and buildings.
  10. To supervise and monitor the proper handling and safeguarding of evidence and file management.

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*[Handwritten Signature]*

.....  
 for Senior Chief Executive  
 Ministry of Civil Service Affairs and  
 Administrative Reforms

25 APR 2005

Date .....

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11. To receive affidavits and administer oaths when so designated.
12. To provide secretarial services to committees.
13. To perform such cognate duties as may be assigned.



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*for Senior Chief Executive  
Ministry of Civil Service Affairs and  
Administrative Reforms*

Date ..... **25 APR 2005** .....