

Ref: CJ/57/1992/XV

HR/CJ Circular No. 7/2018

Courts of Justice Department,
Republic Street,
Valletta.

7th September, 2018

To: Permanent Secretaries
Directors-General
Directors
Heads of Public Sector Organisations

**POST OF COURT MESSENGER AT THE COURTS OF JUSTICE DEPARTMENT (MALTA)
WITHIN THE MINISTRY FOR JUSTICE, CULTURE AND LOCAL GOVERNMENT**

Nomenclatures denoting the male gender include also the female gender.

1. The Director General, Courts of Justice Department (Malta), within the Ministry for Justice, Culture and Local Government invites applications for the post of **Court Messenger** at the Courts of Justice Department within the Ministry for Justice, Culture and Local Government.

Terms and Conditions

2.1 This appointment is subject to a probationary period of six (6) months.

2.2 The salary for the post of Court Messenger is Salary Scale 17, that is, €12,310.00 per annum, rising by annual increments of €244.00 up to a maximum of €13,774.00.

2.3 Subject to satisfactory performance, a Court Messenger will proceed to Scale 16, that is €13,156.00 per annum, rising by annual increments of €263.00 up to a maximum of €14,734.00, on completion of five (5) years service in the grade.

Duties

3. The duties of Court Messenger at the Courts of Justice Department include:

- (a) photocopying and filing all acts of the proceedings;
- (b) performing messengerial duties;
- (c) posting up of the list of Court Cases;
- (d) calling of Court Cases;
- (e) attending Court sittings;
- (f) performing driving duties;
- (g) the operation, monitoring and logging of Court recordings, by audio and/or visual means, as and when required, on analogue and/or digital equipment;
- (h) performing duties of Court Executive Officer as and when required;

- (i) any other duties which may be assigned to him/her by the Director General, Courts, the Registrars of Courts and/or their assistants;
- (j) any other duties according to the exigencies of the Public Service as directed by the Principal Permanent Secretary.

Eligibility requirements

4.1 By the closing time and date of this call for applications, applicants must be Public Officers in the Malta Public Service or Public Officers in the Malta Public Service on loan/detailed with/deployed with/on attachment to Public Sector Organisations, holding a substantive appointment in the Malta Public Service in a grade not higher than Salary Scale 16, whose appointment has been confirmed. Public Officers applying for a higher post must be confirmed in their current (or previous) appointment (as the case may be).

4.2 Public Officers holding a grade in a particular stream, and who were granted Officer in Scale status by virtue of a Grievances Unit decision in the same scale as that of a higher grade in that stream, are eligible to apply for grades open to officers holding such higher grade within the stream that carries the same scale as that of the Officer in Scale status.

The years of service since the effective date of appointment as Officer in Scale are reckonable for the purpose of satisfying any requisite years of service stipulated in calls for applications.

Any other eligibility requisites for the post must be met in terms of this call for applications.

4.3 Applicants must be eligible to take up their due appointment, in terms of 4.1 – 4.2 above, not only by the closing time and date of this call for applications but also on the date of appointment.

Submission of supporting documentation

5.1 Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which should be attached to the application. Scanned copies sent electronically are acceptable.

5.2 Original certificates and/or testimonials are to be invariably produced for verification at the interview.

Selection procedure

6.1 The selection of candidates will be in two stages:

- two written examinations each of a duration of one and a half hours in Maltese and English in the form of language and grammar exercises and comprehension questions aimed at assessing the candidates' ability in comprehension and expression (maximum 100 marks for each test with a global pass mark of 100 marks out of 200 marks).

For the guidance of candidates a copy of the syllabus is attached to this Circular.

- an interview (maximum 70 marks with a pass mark of 35 marks).

Only candidates who obtain the global pass mark of 100 out of 200 in the written examinations will be allowed to attend for the interview.

6.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 4.1 to 4.2, have proven relevant work experience.

6.3 The final order of merit of successful candidates will be determined by the total marks gained in the written examination and in the interview. In the case of candidates who obtain the same number of marks, precedence will be determined in accordance with the established procedures.

6.4 The result will remain valid for one year from the date of publication.

6.5 The written examination will be conducted by the Director, Examinations, and the Board of Local Public Examinations. The Board of Local Public Examinations will have the power to deal summarily with any candidate who, while the examination is in progress, is found guilty of misconduct or any breach of the instructions issued for the guidance of candidates.

6.6 The Board of Local Public Examinations reserves the right to annul the examination if any irregularity is detected in connection therewith. Such annulment may be in respect of the whole examination even if the detected irregularity is in respect of only one subject or a particular stage of the examination.

6.7 The Director (Examinations) will publish the result of the written examination which will be exhibited on the notice-board of the Department of Examinations, Floriana, and the Examinations Centre, Victoria, Gozo.

6.8 A notification of the publication of the result of the examination will appear on the website of the Examinations Department where it may be accessed on www.exams.gov.mt and will also be sent via SMS alert to candidates who underwent assessment and who submitted a valid mobile phone number and an email address with their application.

6.9 Requests for revision of papers are to be submitted to the Director (Examinations) within ten (10) working days from the date of the notification mentioned in paragraph 6.8 above.

6.10 After the publication of the result of the written examination, the successful candidates will be asked by the Courts of Justice Department to attend for an interview which will be conducted by a Selection Board set up by the Courts of Justice Department.

6.11 The final order of merit will be published by, and exhibited on the notice board of, the Department which is issuing the call for applications.

6.12 A notification of the issue of the final result will (i) appear on the website of the Department which is issuing the call for applications and (ii) be sent via SMS alert to candidates who underwent assessment and who submitted a valid mobile phone number and an email address with their application.

Familiarisation visit

7.1 Eligible applicants will be required to attend for a familiarisation visit to the Law Courts which will include attendance at a Court sitting and a visit to the Superior and Inferior Court Registries. This will enable applicants to understand properly the role of the Court Messenger in the execution of his/her duties. During the visit, applicants will be informed of the career prospects in the Courts of Justice and possibilities of career progression once they are appointed in the Court Registry Support Class and Recorder Grades.

7.2 Heads of Department will be expected to release applicants to attend for this familiarisation visit. Applicants who fail to attend for this visit without justifiable reason will not be allowed to attend for the examination.

Submission of applications

8.1 Application forms may be obtained from the Department of Examinations, The Mall, Sarria Street, Floriana or the Examinations Centre, Fortunato Mizzi Street, Victoria, Gozo from **Monday, 10th September, 2018**, or may be downloaded from the following website: www.exams.gov.mt.

8.2 The completed applications accompanied by an up-to-date Service and Leave Record Form (GP47) and an examination fee of **€9.30** will be received at the Department of Examinations, The Mall, Sarria Street, Floriana and at the Examinations Centre, Fortunato Mizzi Street, Victoria, Gozo by not later than **noon (Central European Time) of Monday, 24th September, 2018**.

8.3 Applications received from abroad by **noon (Central European Time) of Monday, 24th September, 2018** through email, or other similar means may be considered provided all requisite details are given. In the case of such applications, the formal application duly signed by the applicant must reach the Examinations Department by not later than one week after the closing date together with an explanation for the delay. The e-mail address of the Examinations Department is exams.department@gov.mt

8.4 Applications received after the specified time limit will not be considered.

Other general provisions

9. Other general provisions concerning this call for applications, with particular reference to:

- applicable benefits, conditions and rules/regulations;
- reasonable accommodation for registered persons with disability;
- submission of recognition statements in respect of qualifications;
- petitions on the final result;
- retention of documents

may be viewed by accessing the website of the People & Standards Division at the address <https://publicservice.gov.mt/en/people/Pages/PeopleResourcingandCompliance/FormsandTemplates.aspx> or may be obtained from the Office of the Director General, Courts of Justice Department, 4th Floor, Room 418, Republic Street, Valletta. These general provisions are to be regarded as an integral part of this call for applications.

The website address, fax number and e-mail address of the Department where the vacancies lie are www.mjcl.gov.mt, +356 21240458 and courts.justice@gov.mt.

Frankie Mercieca
Director General
Courts of Justice Department
Ministry for Justice, Culture and Local Government

SYLLABUS

INTERNAL EXAMINATION
FOR ENTRY INTO THE GRADE OF

COURT MESSENGER

PAPERS:	ENGLISH	-	1 hour 30 mins
	MALTESE	-	1 hour 30 mins

Part I - English

Written Examination

Time: 1 hour 30 minutes

The principal aim of this exam is to see if the candidate is capable of understanding and expressing himself in English.

The exam will consist of :

1. Comprehension of not more than 300 words on common and easy topics. Questions include: true or false, pick the odd one out, questions directly related to text, etc. (40 marks)
2. Four exercises: two language and two grammar exercises (15 marks each)

Part II - Malti

Eżami bil-miktub

Ħin: Siegħa u tletin minuta

L-għan ewlieni ta' dan l-eżami huwa biex jara kemm il-kandidat huwa kapaċi jifhem u jesprimi ruħu tajjeb bil-Malti.

L-eżami jkun jikkonsisti f'dan li ġej:

1. Domandi fuq silta ta' madwar 300 kelma u li tkun fuq suġġett aktarx ħafif li komuni niltaqgħu miegħu. Il-mistoqsijiet ikunu ta' tip "veru jew falz", " il-farrada" (kelma jew frażi li ma tkunx taqbel mal-oħrajn), mistoqsijiet diretti dwar is-silta, eċċ. (40 marka)
2. Erba' eżercizzji: tnejn dwar il-lingwa u tnejn dwar grammatika (15-il marka kull eżercizzju)