

MANAGEMENT AND PERSONNEL OFFICE
Office of The Prime Minister
Auberge de Castille
Valletta VLT 2000

Date: 15th February 2010

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

**POSTS OF COURT MESSENGER
AT THE COURTS OF JUSTICE DIVISION, MALTA**

In accordance with clause 3.1 of the current Collective Agreement, nomenclatures denoting the male gender include also the female gender.

1. The Public Service Commission invites applications from Public Officers who, by the closing time and date of this call for applications hold a substantive grade in the Malta Public Service in a grade not higher than Salary Scale 16, for the post of Court Messenger at the Courts of Justice Division, Malta. Public Officers holding a substantive appointment in the Malta Public Service in a grade not higher than Salary Scale 16 who are on secondment or on loan to Public Sector Organisations may also apply.
- 2.1 The post of Court Messenger carries a salary of €10,103 per annum, rising by annual increments of €209.57 up to a maximum of €11,570 per annum. (Salary Scale 17).
- 2.2 Subject to satisfactory performance, a Court Messenger will proceed to Scale 16 (€10,755 x €226 - €12,337) on completion of five (5) years service in the grade.
- 3 The appointment, which is subject to a probationary period of one (1) year, is on a full-time basis and is subject to the rules and regulations governing from time to time the Malta Public Service in general and the Courts of Justice Division in particular, and involves liability to transfer according to the exigencies of the Malta Public Service.
- 4 The duties of a Court Messenger include the following:
 - (a) 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 of Justice Division, the Registrars of Courts and/or their assistants.
- 5.1 Persons registered with the National Commission for Persons with a Disability (NCPD) may be given reasonable accommodation in terms of Section 7 of the Equal Opportunities (Persons with Disability) Act 2000, even if they do not satisfy in full the eligibility requirements for this post provided they can carry out, in essence, the duties related to the post and subject to the concurrence of the Management and Personnel Office and approval of the Public Service Commission.
- 5.2 Representations in terms of this clause should be attached to the application form supported with relevant documents which must also include documentary evidence of registration with the NCPD. Reasoned justifications should be given to substantiate the lack of full eligibility requirements and why reasoned considerations are merited. All correspondence is to be addressed to the Examinations Department and copied to the NCPD.
- 6.1 There will be an internal competitive examination held in two stages:
- a) **Part I** - Two written examinations, each of a duration of one and a half hours in English and Maltese, in the form of language and grammar exercises and comprehension questions, aimed at assessing the candidates' ability in comprehension and expression in both languages (maximum 100 marks for each examination, with a global pass mark of 100 out of 200 marks).
- For the guidance of candidates a copy of the syllabus is attached to this Circular.
- a) **Part 11** - an interview (maximum 70 marks and a minimum pass mark of 35 marks).
- 6.2 Only candidates who obtain the global pass mark of 100 out of 200 in the written examination will be allowed to attend for the interview.
- 6.3 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 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.
- 6.4 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.
7. It is the responsibility of the applicants, in possession of qualifications awarded by Maltese or foreign Universities/tertiary education or other institutions (excluding qualifications awarded by the University of Malta, Malta College of Arts, Science and Technology, Institute of Tourism Studies and Institute for Conservation and Management of Cultural Heritage) to produce a recognition statement on comparability of qualifications issued by the Malta Qualifications Recognition Information Centre (MQRIC) within the Ministry of Education, Culture, Youth and Sport or the designated authority, as

applicable, which statement should be attached to the application and the original presented at the interview. Candidates not in possession of this statement may still apply, provided that they submit a copy of the statement, issued by the pertinent authority, to the receiving department as soon as available and, in any case, by not later than one month from the closing date of the call for applications. Applicants who fail to present the required statement within the one-month period for reasons beyond their control, may request an extension of this time limit, up to a further one month, to the Head of Department receiving the applications, indicating clearly the reasons for the delay. Extensions beyond this period are to be submitted for the consideration of the Public Service Commission.

- 8 The written examination (Part 1) will be conducted by the Director (Examinations), and the Board of Local Public Examinations. The Board of Local Public Examinations will have complete jurisdiction and 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.
- 9 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.
- 10 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.
- 11 A notification of the publication of the result will be issued in the Government Gazette and will also appear on the website of the Examinations Department where it may be accessed at www.exams.gov.mt.
- 12 Requests for revision of papers are to be submitted to the Director (Examinations) within ten (10) working days from the date of publication of the notification mentioned in paragraph 11.
- 13 After the publication of the result of the written examination, the Public Service Commission will ask the successful candidates to attend an interview which will be conducted by a Selection Board appointed by the Commission.
- 14.1 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. The result will remain valid for one (1) year from the date of publication.
- 14.2 The final result and order of merit will be published by the Public Service Commission and exhibited on the notice board of the Public Service Commission and that of the Courts of Justice Division.
- 15 A notification of the issue of the result will be duly published in the Government Gazette and will also appear on the website of the Public Service Commission where it may be accessed at <http://www.psc.gov.mt>. A press notice will also be issued to all local media organisations.
- 16 Petitions objecting to the result in terms of Section 1.1.17 of the Public Service Management Code are to be submitted to the Executive Secretary, Public Service Commission, the Palace, Valletta, copying to the Head of the

Department wherein the vacancy to be filled lies. Petitions are to reach the Commission and the Head of Department within ten (10) working days from the date of publication in the Government Gazette of the notice of the issue of the result.

- 17 The only application forms that will be considered are strictly those that may be obtained from the Department of Examinations, Floriana or the Examinations Centre, Victoria, Gozo from Monday 1st March 2010, or may be downloaded from the following website: www.exams.gov.mt.
- 18 Applications accompanied by an up-to-date Service and Leave Record Form (GP 47), a photocopy of the applicants' official Identity Card and an examination fee of **€9.30** will be received at the Department of Examinations, Floriana and at the Examinations Centre, Victoria, Gozo **from Monday 1st March 2010 to Friday 12th March 2010 between 8.00 a.m. to 12.30 p.m. and 1.30 p.m. to 4.00 p.m. (Central European Time)**.
- 19 Applications received from abroad by **4.00 p.m. (Central European Time) of Friday 12th March 2010** through a fax or other similar means may be considered provided that 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 fax number of the Examinations Department is +356 25982232.
- 20 Under no circumstances will applications which are not received within the specified time limit be considered.

L Bonnici
f/A Director General
Management and Personnel Office

AC