

MINISTRY OF JUSTICE AND PRISON REFORMS

Recruitment to the Post of Stenographer, Segment II of the Management Assistant Non-Technical Category of the Labour Tribunal Secretariat (on open basis) - 2018

APPLICATIONS are invited from suitable citizens of Sri Lanka to recruit qualified persons on open basis to 25 posts of Stenographers fallen vacant in the Labour Tribunals that are within the purview of the Ministry of Justice and Prison Reforms. Application forms prepared as per the specimen form appended at the end of this notice should be sent by registered post to reach the "Secretary, Ministry of Justice and Prison Reforms, Superior Courts Complex, Colombo 12" on or before the closing date of applications mentioned below. The words "Recruitment to the Post of Stenographer, Segment II of the Management Assistant Non-Technical Category of the Labour Tribunal Secretariat" should be written on the top left hand corner of the envelope containing the application form.

Closing date of application will be on 15.11.2018.

Note.— No allegation that an application form or a document respecting such form has been lost or delayed in the post can be considered. Applicants who delay their applications until the last day will do so at their own risk.

01. *Method of Recruitment.*— Selection will be made on the order of merit secured both at the Practical Test to be conducted by an institution to be nominated by the Secretary to the Ministry of Justice and Prison Reforms and as well as at the Structured Interview to be conducted by the Interview Board to be appointed by the Secretary to the Ministry of Justice and Prison Reforms. The number of recruitments and the date on which such recruitments will take effect will be decided by the Secretary to the Ministry of Justice and Prison Reforms by the order of the Public Service Commission.

02. *Terms of engagement :*

- (i) This post is permanent ;
- (ii) An officer recruited to this post is subject to a probationary period of three (03) years from the date on which his/her appointment takes effect. The officer is required to pass the First Efficiency Bar Examination before the expiry

of the said three (03) years from the date on which the recruitments will be made to this post ;

- (iii) An officer recruited to this post should, in terms of the Public Administration Circular No. 01/2014 and the circulars issued incidental thereto, acquire the prescribed language proficiency within five (05) years of appointing to the post. The officer who enters the public service in a medium of language other than in a medium of any of the official languages will require to reach within the period of probation of three (03) years a requisite standard of proficiency in one official language and the standard proficiency of other official language within five (05) years.
- (iv) This appointment will be subject to the Procedural Rules of the Public Service Commission, Establishments Code of the Democratic Socialist Republic of Sri Lanka, Financial Regulations, Departmental Orders.

03. *The grade to be recruited.*— Grade III.

04. *Salary Scale.*— In terms of the Public Administration Circular No. 03/2016, this post which is under MN-1-2016 carries a salary scale of Rs. 27,140 -10x300 - 11x350 - 10x495 - 10x660 = Rs. 45,540 per month and the initial salary scale amounts to Rs. 21,532 as per grading system.

05. *Qualifications :*

(i) Educational Qualifications :

- (a) Should have passed six (06) subjects at the G. C. E. (O/L) Examination with Credit passes for Sinhala/Tamil/English language and Mathematics and two (02) other subjects at one sitting.
- (b) Should have passed at least one (01) subject at the G. C. E. (A/L) Examination. (except for General Common Test)

- (ii) *Vocational Qualifications.*— Should have followed a course on stenography with not less than six (06) months at an institute recognized by the Tertiary and Vocational Education Commission or have possessed a credit pass for Type Writing and shorthand at the G. C. E. (O/L) Examination.

(iii) *Experience*.– Experience, if any, will be considered as an added qualification.

06. *Age limit*.– Applicants should be not less than 18 years of age and not more than 30 years of age as at the closing date of applications.

07. *Physical Fitness*.– Every applicant should be :

- (i) In good mental and physical order to serve in any part of the Island ;
- (ii) In good mental and physical order to discharge the duties and functions of the post.

08. *Other Qualifications*.– Every applicant must furnish satisfactory proof to the effect that he/she :

- (i) is a citizen of Sri Lanka,
- (ii) is of excellent moral character,
- (iii) has fulfilled the necessary qualifications in every respect as at the closing date of applications referred to in this Notice/Gazette Notification calling for applications.

09. *Method of Recruitment* :

09.1 *Practical Test*.– Marks will be awarded at a Practical Test to be conducted by an institution to be nominated by the Secretary to the Ministry of Justice and Prison reforms.

Method under which marks are awarded at the Practical Test :

<i>Subjects</i>	<i>Maximum Marks</i>	<i>Pass Marks</i>
Shorthand	100	40%
Type Writing	100	40%

09.2 *Structured Interview*.– Marks will be awarded by a Structured Interview Board to be appointed by the Secretary to the Ministry of Justice and Prison Reforms.

Method under which marks are awarded at the Structured Interview :

<i>Main areas for which marks are to be awarded</i>	<i>Maximum Marks</i>	<i>Pass Marks</i>
01. Additional Educational Qualifications	10	Not applicable
02. Additional Vocational Qualifications	20	

<i>Main areas for which marks are to be awarded</i>	<i>Maximum Marks</i>	<i>Pass Marks</i>
03. Language Proficiency 04. (Proficiency in Sinhala/ Tamil/English)	10	Not applicable
05. Computer Literacy	15	
06. Experience	40	
07. Skills exhibited at the interview	05	
Total	100	

09.3 *General Interview*.– Qualifications will be checked by the Interview Board to be appointed by the Secretary to the Ministry of Justice and Prison Reforms. No marks will be awarded.

Note.– Applicants qualified at the Practical Test will be summoned at the Structured Interview. Recruitments will be made on the basis of the order of merit secured both at the Practical Test and as well as the Structured Interview subject however to the number of available vacancies.

10. Applications should be prepared on a A4 paper of 22x29cm in size using both sides and items from 01 to 11 to appear on the first page, 12 to 15 on the second page and 16 onwards on the third page. It should be filled by the applicant's own legible handwriting. Applications which are not in conformity with the specimen appended at the end of this notice or will be received after the closing date of acceptance of applications are liable to be rejected without notice. Incomplete applications and applications of applicants who do not possess the prescribed minimum requirements will also be rejected. Applicants should therefore see that his/her application is perfect in all respect. Receipt of applications will not be acknowledged.

Important –

- (i) No document or copy thereof should be annexed to the application.
- (ii) Applications of the applicants in respect of which the relevant documents are failed to submitted when requested to do so will not be considered.

Applications from officers who are in the Public Service/Provincial Public Service/Public Corporations are required to be forwarded through the respective Heads of the Departments.

11. *Examination fee.*— Every applicant should deposit a sum of Rs. 300 as an examination fee to the credit of the Account No. 176100199025184 in favour of the Secretary to the Ministry of Justice and Prison Reforms. The original of the receipt issued by the Bank in proof of the payment should be affixed in the space provided for the purpose in the application.

12. Procedural Rules of the Public Service Commission, Circulars that are now in force or may be issued from time to time in the future and the conditions pertaining to scheme of recruitment to the post of Stenographer, Segment II of the Management Assistant Non-Technical Category of the Labour Tribunal Secretariat shall be applicable to this post.

PIYUMANTHI PEIRIS,
Secretary (*Actg.*),
Ministry of Justice and Prison Reforms.

02nd October, 2018.

No.
(For office use only)

Medium	
Sinhala	
Tamil	
English	

(Mark ✓ in the relevant box)

SPECIMEN APPLICATION FORM

MINISTRY OF JUSTICE AND PRISON REFORMS

APPLICATION FOR THE POST OF STENOGRAPHER, SEGMENT II OF
THE MANAGEMENT ASSISTANT NON-TECHNICAL CATEGORY OF THE
LABOUR TRIBUNAL SECRETARIAT (ON OPEN BASIS)

01. (a) Name with initials (in Sinhala/Tamil) :_____.
Name with initials (in English Block Capitals)
:_____.
- (b) Full Name (in Sinhala/Tamil) :_____.
Full Name (in English Block Capitals) :_____.
02. Permanent Address (in Sinhala/Tamil) :_____.
03. Permanent Address (in English Block Capitals) :_____.
04. Address to which letters should be sent (in English Block Capitals) :_____.
- (Complete only if permanent address may change)
05. Telephone No. :_____.

06. National Identity Card No. :

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07. Sex :_____.

08. Date of Birth :

Year :_____ Month :_____ Date :_____

09. Age as at the closing date of applications :

Years :_____ Months :_____ Dates :_____

10. Race :_____.

11. Marital Status :_____.

12. Results of the G. C. E. (A/L) Examination :

Year :_____ Index No. :_____.

Subject	Grade

13. Results of the G. C. E. (O/L) Examination :

Year :_____ Index No. :_____.

Subject	Grade

14. Qualifications as per paragraph 05 of the notice calling for applications :

(i) Educational Qualifications :_____.

(ii) Vocational Qualifications :_____.

(iii) Experience :_____.

15. Language Proficiency (Mark ✓ in the relevant box) :

	Very Good	Good	Ordinary	Weak
Sinhala				
Tamil				
English				

16. Affix the receipt in the space provided below :



Applicant's Declaration

I, declare that the particulars furnished by me in this application are true and correct. I certify that I have not been subject to any form of

disciplinary action including dismissal from the service or retirement for general inefficiency as a merciful alternative to dismissal and I have not vacated the post previously. I am also aware that, if any particulars contained herein are found to be false or incorrect, I am liable to disqualification, if detected before selection and to dismissal without compensation, if detected after appointment.

_____,
Signature of the Applicant.

Date :_____.