

MINISTRY OF LANDS AND PARLIAMENTARY REFORMS

Inviting Applications for the Post of Stenographer, Segment II of the Management Assistant Non-Technical Category of the Land Acquisition Board of Review

APPLICATIONS are invited for the below mentioned vacancies under the post of Stenographer, Segment II of the Management Assistant Non-Technical Category of the Land Acquisition Board of Review functions under the preview of Ministry of Lands and Parliamentary Reforms.

<i>Approved post</i>	<i>Number of Vacancies</i>
Stenographer (Sinhala)	02
Stenographer (English)	01

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 Lands and Parliamentary Reforms” on or before 23.08.2019. The words “Recruitment to the Post of Stenographer” should be written on the top left hand corner of the envelope containing the application form.

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 at the vocation test to be conducted by an institution to be appointed by the Secretary to the Ministry of Land and Parliamentary Reforms and as well as the structured interview to be conducted by an interview board to be appointed by the Secretary to the Ministry of Lands and Parliamentary Reforms. The number of recruitments and the date on which such recruitments will take effect will be decided by the appointing authority and the Appointing authority shall have the authority to fill a few or all the vacancies or not to fill the vacancies.

2. *Terms of engagement :*

- (i) This post is permanent and pensionable.

Note: They are subjected to a policy decision taken by the Government with regard to the pension scheme. They should contribute to the pension scheme/ widows’, widowers’ and orphans’ pensions scheme. The officers should pay their contributions as the Government may order from time to time.

- (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 recruited to pass the First efficiency Bar Examination before the expiry of three (03) years from the date on which the recruited 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 this 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 a requisite standard of proficiency in one official language within the probationary period and within five (05) years in the other official language.

- (iv) This appointment will be subjected to the Procedural Rules of the Public Service Commission, Establishment Code of the Democratic Socialist Republic of Sri Lanka, Financial Regulations, Departmental Orders and any other circulars issued from time to time by the Government.

3. *Salary Scale.*– In terms of the Public Administration Circular No. 03/2016 dated 25.02.2016, Grade III, II, and I of the post of stenographer is under MN-1-2016, which carries a salary scale of Rs.27,140-10x300-11x350-10x495-10x660- Rs. 45,540 per month. Promotion to grade II should be obtained to exceed the Rs. 30,490/- and promotion to Grade I should be obtained to exceed the Rs. 34,485/-. Payments will be made as per the schedule II, from the effective date of appointment.

4. *Qualification :*

- (i) Educational Qualifications :
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 and at least one (01) subject at the G.C.E. (A/L) Examination (except for General Common Test).

ii. *Professional Qualifications :*

Should have completed NVQ Level 3 of stenography at an institution recognized by the Tertiary and Vocational Education Commission or have possessed a credit pass for Type Writing and Shorthand at the Ordinary Level Examination.

5. *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.

6. *Other Qualifications :*

- Should be citizen of Sri Lanka,
- Should possess an excellent character and physically fit.
- Should not be a person disqualified to be appointed to the Public Service as per chapter V of the Procedural Rules of the Public Service Commission.
- Should serve in any part of the island and to discharge the duties and functions of the post.

Note: Every applicant has to fulfill the necessary qualifications in every respect prior to or as at the closing date of applications.

7. The applicants who have fulfilled qualifications shall be appointed to Grade III of the Stenographer's service upon the order of marks scored by the candidate of the practical test and professional test conducted as per the provisions of the recruitment procedure approval by the Secretary, Public Services Commission, on 30.11.2017.

8. Method under which marks are awarded at the structured interview and professional test.

The structured interview :

Serial No.	Spheres in respect of which marks are awarded	Maximum Marks	Pass mark
01.	Additional Educational Qualifications	10	Not applicable
02.	Additional Professional Qualifications	20	
03.	Language Proficiency Sinhala/Tamil/English	10	
04.	Computer Literacy	15	
05.	Experience	40	
06.	Skills shown at the Interview	05	
Total		100	

The professional test

Subject	Duration	Total Marks	Pass Mark	Syllabus
Stenography (English)	01 hour	100	40%	A test to assess the proficiency by writing short hand a paragraph read continuously in a period of 05 minutes by 100 words per minute and that note should be written normally by a speed of 08 words per minute.
Type writing (English)	20 minutes	100	40%	A paragraph of 600 words should typewrite within 20 minutes at a speed of 30 words per minute.
Stenography (Sinhala)	45 minutes	100	40%	A test to assess the proficiency by writing short hand a paragraph read continuously in a period of 05 minutes by 60 words per minute and that note should be written normally by a speed of 08 words per minute.

Subject	Duration	Total Marks	Pass Mark	Syllabus
Type writing (Sinhala)	20 minutes	100	40%	A paragraph of 400 words should typewrite within 20 minutes at a speed of 30 words per minute.

9. The application shall be completed carefully and accurately. If the **particulars** providing the candidate is proved to be false in any event, he/she shall be dismissed from service.

10. All the applicants who have produced their applications before the closing date shall be called for the interview upon the presumption that those who have fulfilled the required qualifications in this notice have submitted applications. However calling for the interview should not be considered as the candidate has fulfilled the qualifications required for the post.

11. Applications should be prepared on a A4 paper of 22x29cm in size using both sides and items from 01 to 11 (i) to appear on the first page and from 11(ii) -16 to the second page and 16 onwards to the third page. It should be filled by the candidate's own legible handwriting. Applications which are not in conformity with the specimen appended at the end of this notice or 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. Receipt of applications will not be acknowledge.

Note: No documents or copies of documents should be attached to the application form. Certificates in confirmation of all qualifications mentioned in the application by the applicants should be proved at the interview.

12. The signature of the applicant should be attested by a principal or a justice of peace / commissioner for Oaths / Notary public / a Commissioned Officer in three Forces or a police officer whose post is *Gazetted* in or a permanent officer in public service who draws an annual salary not less than Rs. 237,060.

13. Candidate must provide one of the following documents to the Interview Board to prove their Identity.

I. National Identify card issued by the Department of Registration of persons.

II. A valid passport.

14. The right of filling or non filling these vacancies shall be reserved by the Public Service Commission. All applicants are unable to adhere to the rules and regulations in this notice' in case of an inconsistency between Sinhala, Tamil and English, the Sinhala text will prevail.

By order of the Secretary, Public Service Commission,

W. H. KARUNARATHNE,
Secretary,
Ministry of Lands and Parliamentary Reforms.

No. 1200/6, "Mihikatha Medura",
Rajamalwatta Avenue,
Battaramulla.

SPECIMEN APPLICATION FORM

MINISTRY OF LANDS AND PARLIAMENTARY REFORMS

APPLICATION FOR THE RECRUITMENT TO THE POST OF
STENOGRAPHER (SINHALA/ENGLISH) SEGMENT II OF THE
MANAGEMENT ASSISTANT NON-TECHNICAL CATEGORY OF THE
LAND ACQUISITION BOARD OF REVIEW

For office use only

Medium of apply :

Sinhala - 2/ Tamil - 3/ English- 4

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01. Name with initials (in Sinhala/Tamil) :_____.

02. Name in Full (in Sinhala/Tamil) :_____.

03. Name with initials at the end (English Block capitals) :_____.

(Eg:-SILVA A.B.C.)

04. National Identity Card No. :

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05. Permanent Address :_____.

06. Gender :

Female - 1 Male- 0

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07. Date of Birth :

Year : Month : Date :

08. Age as at 23.08.2019 : _____.

Attestation of the signature of the applicant :

09. Civil Status : _____.

10. Contact No. (if available) :

Mobile:

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Residence :

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11. Educational Qualifications :

(i) G.C.E. (O/L) Examination

Year : _____ Index No. : _____.

Subject	Grade	Subject	Grade
01.		06.	
02.		07.	
03.		08.	
04.		09.	
05.		10.	

(ii) G.C.E.(A/L) Examination

Year : _____ Index No. : _____.

Subject	Grade
01.	
02.	
03.	
04.	

12. Professional Qualifications : _____.

13. Other Qualifications : _____.

14. Experience in the post : _____.

15. Whether you have been convict of any criminal offence in a court of law? If 'Yes' indicate the particulars :

Yes ☐ No ☐

16. Declaration of the Candidate :

(a) I declare that the information furnished by me in this application is true and accurate to the best of my knowledge. I admit that I have to bear the inconvenience caused by submitting incomplete applications and/ or providing inaccurate information in the application.

(b) I am also aware that if any particulars contained herein are found to be false and inaccurate, I am liable for disqualification before appointment and dismissal from service without any compensation if the inaccuracy is detected after appointment.

(c) I shall not change any information given here later.

Signature of the candidate.

Date : _____.

I hereby certify that Mr/Mrs/Miss. who is submitting this application is personally known to me and that he/she placed his/her signature in my presence.

Signature.

Date : _____.

Particulars of the attester :

Name : _____.

Designation : _____.

Address : _____.

(place the official Stamp)

(The signature of the applicant should be attested by a principal or a justice of peace / commissioner for Oaths / Notary public / a Commissioned Officer in three Forces or a police officer whose post is *Gazetted* in or a permanent officer in public service who draws an annual salary not less than Rs. 237,060)

17. Should be completed by those who are already in Public/ Local Government service

Recommendation of the Head of the Institution with regard to the applicants already in Public Service :

I hereby certify that Mr./Mrs./Miss who is submitting this application is serving in Ministry/Department/Institute in the post of effective from he/she has/ has not been made confirmed in his/her post and that he/she has not been subjected to any type of disciplinary punishments for any offence, I further declare that the particulars in this application are true and correct as per his/her personal file, and necessary arrangements can be made to release him/her from the post held at present in this institution, if he/she is selected.

Signature of head of the Institution.
(place the Official Stamp)

Date : _____.