

MINISTRY OF LABOUR

The Open Competitive Examination for the Recruitment to the Post of Stenographer (Sinhala) Grade III in The Office of the Commissioner for Workmen's Compensation - 2021

APPLICATIONS are invited from suitably qualified Sri Lankans to fill 03 vacancies in the post of Stenographer (Sinhala) Grade III in the Office of the Commissioner for Workmen's Compensation.

2.0 Appointment.—Applicants who fulfill the qualifications based on a written test and a vocational test conducted by the National Institute of Labour Studies upon a request by the Secretary of the Ministry of Labour will be recruited on the order of merit.

3.0 Salary Scale.— In terms of the Public Administration Circular 03/2016, the monthly salary scale applicable to this post is MN-1-2016-Rs. 27,140-10 x 300-11 x 350-10 x 495-10 x 660 - Rs. 45,540.

4.0 Conditions of service :

- 4.1 This appointment is permanent and pensionable. Provided that, the officers are bound by any policy decision taken in future by the government as regards the pensions. They shall contribute to the Widows' and Orphans/ Widowers' and Orphans' Pension Scheme. Further, this post is subject to a probationary period of three (03) years.
- 4.2 All officers recruited to the post should obtain proficiency in the other Official Languages within three years from the date of appointment in terms of the Public Administrative Circular 18/2020.
- 4.3 The place of work is Office of the Commissioner for Workmen's Compensation located on 07th Floor of the Labour Secretariat Building, Colombo 05 and duties have to be performed as and when necessary in mobile labour courts located across the country.

4.4 The first Efficiency Bar Should be passed before the expiry of three years from the date of recruitment.

4.5 Selected applicants shall be appointed to the post of Stenographer Grade III subject to general conditions governing the appointments in Public Service, procedural rules of the Public Services Commission, provisions of the Establishments Code and Financial Regulations and amendments made thereto from time to time, other orders of the Ministry/Institution and the terms and conditions set out in the recruitment of scheme approved by the Public Services Commission and amendments that will be made thereto in due course.

5.0 Qualifications :

- 5.1 Should be a citizen of Sri Lanka
- 5.2 Should be not less than 18 years and not more than 30 years of age as at the closing date of applications .
- 5.3 Should be of excellent moral character.
- 5.4 **Educational Qualifications :**
 - (i) Should have passed the General Certificate of Examination (Ordinary Level) Examination with six (06) subjects with credit passes to First Language (Sinhala/English/Tamil) and Mathematics and two other subjects in one sitting;

and
 - (ii) Should have passed at least one (01) subject at the General Certificate of Examination (Advanced Level) Examination (other than the Common General Test and General English under the new syllabus.
- 5.5 **Professional Qualifications :**
Should have successfully completed a six (06) month course in Stenography and Computer Typesetting in an institution approved by the Tertiary and Vocational Education Commission

and obtained a certificate or should have obtained a credit pass for the subject of Typing and Stenography at the General Certificate of Examination (Ordinary Level) Examination.

Note:- The institutions approved for Stenography and Computer Typesetting by the Tertiary and Vocational Education Commission are given below.

- Technical Colleges and Colleges of Technology belonging to the Department of Technical Education Training
- Training centres belonging to the National Apprentice and Industrial Training Authority
- Training centres belonging to the National Youth Council
- Training centres belonging to the Vocational Training Authority of Sri Lanka

5.6 *Physical Qualifications :*

Every applicant should be physically and mentally fit to serve in any part of Sri Lanka.

5.7 *Date on which qualifications should be fulfilled :*

Should have fulfilled all the qualifications set out in 5 above in every way as at **28.07.2021** which is the closing date of applications.

6.0 *Method of Recruitment.* – The recruitment to this post will be carried out totally under the open stream which consists of a written test and a vocational test.

6.1 *Written test :*

The written test will be conducted by the National Institute of Labour Studies.

6.1.1 *Details of the test :*

<i>Question Paper</i>	<i>Time</i>	<i>Maximum marks</i>	<i>Pass mark</i>
i. General Knowledge and essay	1 hour	100	40

6.1.2 *Syllabus :*

Testing general knowledge on current local and international affairs, writing an essay under a selected topic from amongst topics of timely importance (The candidate's ability of expression, language competence/ grammatical accuracy and spelling will be given priority)

6.2 *Vocational test :*

The vocational test will be conducted by the National Institute of Labour Studies.

<i>Question Paper</i>	<i>Time</i>	<i>Maximum marks</i>	<i>Pass mark</i>
Stenography and computertypesetting (Practical) Sinhala	-	100	40

6.2.2 *Syllabus :*

Taking down a passage dictated within 05 minutes at a speed of 70 words per minute, and transcribing the notes at a speed of 07 words per minute. Typing at a speed of 20 words per minute (A paragraph of 20 minutes)

07. *How vacancies are filled.* – Applicants who receive the highest marks at the written test and the vocational test will be recruited according to the number of vacancies on the order of merit after an interview for verification of qualifications. Since this examination is an open competitive examination, the applicants should obtain at least a minimum of forty percent of marks (40%) allocated for each test. No marks will be awarded at the interview to be conducted and it is only for the verification of qualifications.

08. *Examination fees.*— The examination fee is Rs. 500/=. The examination fee should be paid to People's Bank, Narahenpita Branch to the credit of the Ministry of Labour No: 119-1001-59025666 and the receipt obtained shall be affixed to the application so as not to be detached. The examination fee paid shall not be refunded under any circumstances . It may be useful to keep a photocopy of the receipt.

09. *Preparing applications :*

9.1 The application should be in the form of the specimen appended to this notification and should be prepared on paper of size A-4 using both sides, and

(a) item number 01 to 03 should be in the first page and the remainder should be in the other pages and it should be clearly filled in candidate's own hand writing,

(b) Applications which are not in conformity with the prescribe specimen form and those for which examinations fees have not been paid on due date will be rejected without any notice being given. The applicant should bear the loss for failing to duly complete the application. It is advisable to keep a photocopy of the application and it is the responsibility of the applicant to make sure that the application form prepared by him/her complies with the specimen given in the examination notice, as otherwise the application may be rejected.

9.2 The examination will only be held in Colombo on 05th September 2021.

9.3 The Director General of the National Institute of Labour Studies will allow candidates whose applications have been received on or before the application closing date after paying the due examination fees to sit the examination on the assumption that only those who have satisfied the qualifications mentioned in the notification have applied for the examination . Issuance of an admission card to an applicant does not necessarily mean that he/she has the required qualifications to sit for the examination . If it is revealed that the candidates have submitted

false information or do not possess requisite qualifications on the occasion of verifying the qualifications after inviting candidates for an interview as per the *gazette* notification, their candidature will be cancelled.

9.4 *Submission of Applications :*

Applications duly filled should be sent by registered post to reach the address "Director General, National Institute of Labour Studies, Second Floor, Labour Secretariat, Narahenpita, Colombo 05 on or before 28.07.2021. The words "**Open Competitive Examination for recruitment to the post of Stenographer (Sinhala) Grade III in the Office of the Commissioner for Workmen's Compensation -2021**" should be clearly written on the top left hand corner of the envelope in which the application is enclosed. No complaints regarding applications lost or delayed in the post will be entertained.

9.5 Applicant's signature in the application form should have been attested by a Principal of a Government School, a Justice of Peace, a Commissioner for Oaths, a Notary Public, Commissioned Officer in the Armed Forces, an Officer holding a Gazetted post in the Police Service or an Officer holding a permanent post in Staff Grade in the Public Service.

9.6 *Punishment for the provision of false information :*

When filling the application, the candidates should exercise caution and only accurate information should be provided. If a candidate is found to be not eligible to sit for this examination in accordance with regulations applicable to the examination, his / her candidature is liable to be cancelled at any stage prior to, during or after the examination . If any information furnished by a candidate is found to be false after the post is received, he/ she may be dismissed from the Public Service.

10. Admission to the Examination.— Admission cards will be issued by the Director General of the National Institute for Labour Studies to reach the applicants one week before the date of the examination, i.e. 05.09.2021. Permission will not be granted to sit the examination with an admission card.

Applicants should get the signature placed in the admission card relevant to the examination centre attested and present it to the head of the examination hall.

If the admission card is not received one week before 05.09 .2021 which is the date of the examination, it should be brought to the notice of the Director General of the National Institute of Labour Studies by contacting telephone numbers 011 2786541/ 011 2786542. It would be advisable submit a copy of the receipt relevant to payment of examination fee and the receipt of registration of the application to the National Institute of Labour Studies together with your inquiry.

11. Applicants should submit one of the following identification documents to the supervisor of the examination hall for the confirmation of their identity.

- I. National Identity Card issued by the Department of Registration of Persons
- II. Valid Passport
- III. Valid driving license

12. Applicants shall be bound by the rules and regulations imposed by the National Institute of Labour Studies for the purpose of conducting the examination. If an applicant violates these rules, he/she is liable for a punishment imposed by the Director General of the National Institute of Labour Studies.

13. The final decision with regard to the conduct of the examination, granting appointments and all other matters shall lie with the Secretary of the Ministry of Labour.

Note: Please note that the Sinhala text shall prevail in the event of any inconsistency or contradiction between the Sinhala, Tamil and English texts of this notification.

M.P.D.U.K. MAPA PATHIRANA,
 Secretary.

On 06th day of June 2021
 Ministry of Labour,
 Narahenpita,
 Colombo 05.

SPECIMEN APPLICATION FORM

For office use only

THE OPEN COMPETITIVE EXAMINATION FOR THE RECRUITMENT TO THE POST OF STENOGRAPHER (SINHALA) GRADE III IN THE OFFICE OF THE COMMISSIONER FOR WORKMEN'S COMPENSATION - 2021

1.0 Details of the Applicant:

- 1.1 Name with initials:
 (In English block letters) (Eg: PERERA A.B.C.)
- 1.2 Name in full: Mr/Mrs/ Miss:
 (In English block letters)
- 1.3 Name in Full :.....
 (In Sinhala)

1.4 National Identity Card Number :

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2.0 2.1 Gender :- Male -1 Female-0 (Write the relevant number in the cage)

2.2 Permanent Address :.....
 (In English block letters)

2.3 Permanent Address :.....
 (In Sinhala)

- 2.4 The address to which the admission of the examination should be sent:
 - I. (In Sinhala):
 - II. In English block letters:

2.5 Telephone Number:
2.6 Email:

3.0 3.1 Whether married or single: Single -1 Married-2 (Write the relevant number in the cage)

3.2 Date of Birth : Year : Month : Date :

3.3 Age as at the closing date of applications: Years : Months : Days :

3.4 Whether of Sri Lanka by descent or by registration? :

4.0 Educational qualifications :

4.1 G.C.E.(Ordinary Level) Examination :

(i) Year and month of the examination :Year :..... Month :

(ii) Index No. :

(iii) Results :

<i>Subjects Passed</i>	<i>Grade</i>	<i>Subjects Passed</i>	<i>Grade</i>
(1)		(6)	
(2)		(7)	
(3)		(8)	
(4)		(9)	
(5)		(10)	

4.2 G.C.E.(Advanced Level) Examination :

(i) Year and month of the examination :Year :..... Month :

(ii) Index No. :

(iii) Results :

<i>Subjects Passed</i>	<i>Grade</i>
(1)	
(2)	
(3)	
(4)	

5.0 Professional qualifications :

<i>Name of the course</i>	<i>Institution</i>	<i>Duration</i>	<i>Results</i>

6.0 Have you ever been convicted by a court of law for any offence? (Please mark in the relevant box)

Yes No

If so convicted, give details of the offence, the court by which you were convicted and the nature of punishment .

- 7.0 Details of the payment of examination fee:
- (i) Name of the branch of Bank of Ceylon to which examination fee was paid:.....
 - (ii) Receipt number and date : Number:
Date:
 - (iii) Amount paid :

to me, that he/she placed his/her signature before me on

.....,
Signature and official seal of Attesting Officer.

Date :
Name of the Attesting Officer :
Designation :
Address :.....

Paste one edge of the receipt securely in this cage

8.0 Declaration of the Applicant:

- (a) I do hereby declare that the information furnished by me in this application is true and accurate to the best of my knowledge . I also agree to bear any loss caused by not duly completing/falsely completing any part of this application. Further, I certify that all sections of this application been filled accurately.
- (b) I agree to be bound by the rules and regulations of the examination imposed by the Director General of the National Institute of Labour Studies and the decision taken to cancel my candidacy of the examination before or after the examination if it is disclosed that I am ineligible in terms of the conditions herein.
- (c) I am also aware that if any particulars contained herein are found to be false before appointment, I am liable to be disqualified and if so found after appointment I am liable to be dismissed.

.....,
Signature of the applicant.

Date:.....

9.0 Attestation of the Signature of the applicant :

I, certify that Mr./ Mrs./Miss.
..... who submits this application is personally known