

MINISTRY OF JUSTICE AND NATIONAL INTEGRATION

Recruitment to the Post of Stenographer (Sinhala) in the Management Assistant - Non-Technical - Multi Functional Segment 01 Category of Service in the Department of Debt Conciliation Board (Open Basis) – 2026

APPLICATIONS are hereby invited from citizens of Sri Lanka, who fulfill the below-mentioned qualifications, to be recruited on open basis to fill the 03 vacancies existing in the post of Sinhala Medium Stenographers at the Department of Debt Conciliation Board which comes under the purview of the Ministry of Justice and National Integration. Applications prepared as per the specimen application appended at the end of this notification should be sent to the address of **Secretary, Department of Debt Conciliation Board, No. 46, 48, Dr.N.M.Perera Mawatha, Colombo 08** via registered post on or before the closing date mentioned below. The words **“Recruitment to the Post of Stenographer (Sinhala) in the Management Assistant - Non-Technical – Multifunctional Segment 01 Category of Service in the Department of Debt Conciliation Board (Open Basis) -2026”** should be clearly written on the top left-hand corner of the envelop enclosing the application.

Closing Date of Applications will be 21.09.2026.

Note - Any complaints regarding loss of the application or any other related letter or delays in the post will not be considered.

01. Terms of Employment -

- I. This post is permanent and pensionable (being pensionable will be subject to the policy decisions taken by the Government in the future).
- II. An officer being appointed to this post will be subject to a probationary period of 03 years and during which the officer is required to pass the first Efficiency Bar Examination.
- III. The required level of language proficiency should be acquired within 05 years in terms of the Public Administration Circular No. 18/2020 and other Circulars incidental thereto. The officers, who have entered the Public Service in a medium other than any of the official languages, should acquire the required level of language proficiency in one official language within 03 years and the required level of language proficiency in the other official language within 05 years.
- IV. This appointment will be subject to Procedural Rules of the Public Service Commission, Establishments Code of the Democratic Socialist Republic of Sri Lanka, Government Financial Regulations, and other Departmental Regulations.

02. Grade to which recruitment is made - Grade III

03. Salary Scale -

In terms of Schedule II of the Public Administration Circular No. 10/2025 dated 25.03.2025, the monthly salary entitled to this appointment is (MN 02-2025) Rs.48,470 – 10x540 – 11x630 – 10x 010 – 10x1,190 – 82,800/- and you will be received the said salary on 01.01.2027. You will be paid the salary in terms of the provisions of Schedule III of this Circular from the effective date of this appointment.

04. Qualifications -

I. Educational Qualifications:

- (a) Should have passed six (06) subjects at the G.C.E. (O/L) Examination with Mathematics at one sitting with credit passes for four (04) subjects including Sinhala/ Tamil/ English.

and

- (b) Should have passed all the subjects (except for Common General Test and General English) at the G.C.E.(A/L) Examination at one sitting (it is sufficient to pass 03 subjects at one sitting under old syllabus).

II. Vocational Qualifications:

Should have followed a course on stenography with a duration of not less than 06 months at the National Youth Services Council, National Apprentice and Industrial Training Authority, Technical College, a Training Institute registered with the Government or a Institution recognized by the Tertiary and Vocational Education Commission.

or

Should have obtained a Credit pass for Typewriting and Shorthand at the G.C.E. (O/L) Examination);

or

should have followed the Secretarial Practice Course from the Technical Colleges and further followed a course of 06 months duration on Typewriting and Shorthand from the Training Institute for Non-Judicial Officers and obtained

a practical training for a duration of six (06) months at the Ministry of Justice and National Integration or at any Court according to the aforesaid Course.

III. Experience:

Will be considered as a special qualification.

05. Age Limit -

Should not be less than 18 years of age and not more than 30 years as at the closing date of applications.

06. Physical Fitness -

Should be physically and mentally fit to serve in any part of Sri Lanka and to discharge the duties of the post.

07. Other Qualifications -

- I. Applicant should be a citizen of Sri Lanka.
- II. Applicant should bear an excellent moral character.

III. Should have fulfilled all the qualifications required for recruitment to the post in every respect as of the closing date for the applications. The copies of the certificates should be submitted along with the application in proof of the qualifications.

08. Method of Recruitment -

Applicants should appear for the Trade Test and the Interview for evaluating their suitability, in the medium of language in which their applications were submitted.

08.1 Trade Test -

Marks will be awarded through the Trade Test which will be conducted by the Secretary to the Department of Debt Conciliation Board or an Institute approved by him.

Details regarding the Trade Test:

	<i>Subject Area</i>	<i>Duration</i>	<i>Total Marks</i>	<i>Pass Marks</i>
01	Shorthand (Sinhala)	45 minutes	100	40%
02	Typing (Sinhala)	20 minutes	100	40%

Main Syllabus for the Test:

	<i>Subject Area</i>	<i>Syllabus</i>
03	Shorthand (Sinhala)	This test is intended to determine the ability to take down a passage in shorthand at the rate of 60 words per minute and to write down the said note in normal handwriting at the rate of 08 words per minute, for which a passage will be continuously reading for a duration of 05 minutes.
04	Typing (Sinhala)	This test is intended to determine the ability to type accurately a text consisting of approximately 400 words in 20 minutes at a speed of 20 words per minute.

Interview for Evaluation of Suitability -

Marks will be awarded by an Interview Board appointed by the Secretary to the Department Debt Conciliation Board for evaluation of the suitability.

Mark awarding system at the Interview for Evaluation of Suitability -

<i>Main Areas to which marks will be awarded</i>	<i>Maximum Marks</i>	<i>Pass Marks</i>
		Not Relevant
01. Additional Educational Qualifications	10	
02. Additional Vocational Qualifications	20	
03. Language Proficiency (Proficiency for Sinhala/ Tamil/ English Languages)	10	
04. Computer Literacy	15	
05. Experience	40	
06. Performance at the Interview	05	
Total	100	

08.2 General Interview -

The Interview Board appointed by the Secretary to the Department of Debt Conciliation Board will only verify the qualifications of the candidates and marks will not be awarded.

Note

Of the applicants who pass the Trade Test, applicants equal to twice the number of vacancies will be called for the Interview for evaluation of the suitability. Recruitments to the post will be based on the order of merit of the aggregate of marks obtained for the two tests - Interview for evaluation of the suitability and Trade Test and based on existing vacancies.

- 09.** Application should be prepared on A4 size paper of 22-29 cm in a manner that Heading No. 1-5 on the first page, Heading No. 6-15 on the second page and heading no. 16 onwards on the third page. The relevant information should be included by the applicants themselves using own legible handwriting. Applications which do not complete in every aspect, lacking basic qualifications, applications received after the prescribed date and the applications do not comply with the specimen application are liable to be rejected without notice. It will be useful to keep a copy of the relevant application. Further, please be informed that the applicant should verify that the perfected application is in conformity with the specimen application and in the event if it is not so, application will be rejected. Application should be prepared in accordance with the appended specimen application. The receipt of applications will not be notified. Losses attributable to delaying of sending applications until the last date shall be borne by the applicants themselves.

Important -

The Applications of the applicants who fail to submit original copies of the documents on request will not be considered.

10. Examination Fees -

Each applicant should pay an amount equivalent to Rs. 1500/- to the credit of the Current Account No. **176100159026581** maintained at **the Mid-City Branch of the Peoples Bank** in the name of the Secretary to the Department of Debt Conciliation Board. The original copy of the receipt should be affixed to the relevant place in the application.

11. Procedural Rules of the Public Service Commission, Circulars issued from time to time relating to the Public Service and the conditions specified in the Scheme of Recruitment for the Post of Stenographer (Sinhala) in the Management Assistant - Non-Technical - Multi Functional Segment 01 Category of Service in the Department of Debt Conciliation Board will be applicable to this Post.

MRS. SUBHASHINI DAYANANDA,
Secretary.

Department of Debt Conciliation Board,
13th August, 2026.