

## MINISTRY OF JUSTICE, PRISON AFFAIRS AND CONSTITUTIONAL REFORMS

### Recruitment to the Post of Labour Tribunal Stenographer in the Multifunctional Segment 1 of the Management Assistant Non-Technical Service Category of the Office of the Secretary Labour Tribunals (Open Basis) - 2023

APPLICATIONS are invited from the suitable citizens of Sri Lanka to be recruited on open basis to fill the vacancies in the 08 posts of Sinhala Medium Stenographers, 02 posts of Tamil Medium Stenographers and 01 post of English Medium Stenographer in the Labour Tribunals coming within the purview of the Ministry of Justice, Prison Affairs and Constitutional Reforms. In the event of the absence of qualified applicants to be recruited on limited basis, all recruitments will be carried out on open basis. 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, Prison Affairs and Constitutional Reforms, No. 19, Sri Sangaraja Mawatha, Colombo 10" on or before the closing date of applications as mentioned below. The words "Recruitment to the Post of Labour Tribunal Stenographer in the Multifunctional Segment I of the Management Assistant Non-Technical Service Category of the Office of the Secretary Labour Tribunals (Open Basis) – 2023" should be written on the top left hand corner of the envelope containing the application form.

Closing date of application will be on **12.06.2023**

**Note :** No allegation that an application form or a document respecting such form has been lost or delayed in the post can be considered.

#### 01. Terms of engagement ;

- I. This post is permanent and pensionable. (This is however subject to the policy decisions being taken by the Government in the future in respect of the Pension Scheme)
- II. An officer appointed to this post is subject to a probationary period of three (03) years during which the officer is required to pass the First Efficiency Bar Examination.
- III. As per the Public Administration Circular No. 18/2022 and such other Circulars incidental thereto, the relevant standard of proficiency in the language should have to be obtained within 05 years.
- IV. The officers who entered the Public Service in a medium of language other than in a medium of any of the official languages will required to reach within 03 years a requisite standard of proficiency in one official language and the standard proficiency of other official language within 05 years.
- V. 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 and such other Departmental Orders.

#### 02. Recruitment Grade – Grade III

#### 03. Salary Scale –

In terms of the Public Administration Circular No. 3/2016, this post which is under MN 02-2016 carries a salary scale of Rs. 28,940 – 10x300 – 11x350 – 10x560 – 10x660 – Rs. 47,990/- (monthly). The initial salary scale amounts to Rs. 28,940/- as per grading system.

#### 04. Qualifications –

- I. Educational qualifications :
  - (a) Should have passed six (06) subjects at the G.C.E. (O/L) Examination at one sitting including Mathematics with at least four (04) credits passes including Sinhala/Tamil/English.
  - and*
  - (b) Should have passed all the subjects at the G.C.E. (A/L) Examination at one sitting. (except for General Common Test and English) (It is sufficient to pass 03 subjects in one sitting in case of old syllabus).

## II. Vocational Qualifications :

Should have followed a course on stenography with not less than six (06) months at the National Youth Service Council, National Apprentice and Industrial Training Authority, Colleges of Technology, State registered Training Institute or any such other Institute recognized by the Tertiary and Vocational Education Commission.

*or*

Should have possessed a credit pass for Type writing and Shorthand at the G.C.E. (O/L) Examination.

*or*

Should have receive 06 month practical training attached to the Ministry of Justice, Prison Affairs and Constitutional Reforms or a Court upon having followed a further 06 month course on Type Writing and Shorthand at the Non Judicial Officers' Training Institute upon having initially studied the Secretarial Practice Course at a College of Technology.

III. *Experience* : Special preference is given.

### 05. Age Limit –

Applicants should be not less than 18 years of age and not more than 45 years of age at the closing date of applications.

### 06. Physical Fitness –

Every applicant should be in good mental and physical order to serve in any part of the island and to discharge the duties and functions of the post.

### 07. Other Qualifications –

Every applicant should –

- I. be a citizen of Sri Lanka.
- II. Bear an excellent moral character.
- III. Have fulfilled the necessary qualifications in every respect as at the closing date of applications. Copies of the certificates in proof of qualifications should be attached to the application.

### 08. Method of Recruitment :

Applicants who apply for any vacancies in any medium of language, should also appear for the Practical Test in the same medium of language.

#### 08.1. Practical Test –

Marks will be awarded at a Practical Test to be conducted by an Authority to be designated by the Secretary to the Ministry of Justice, Prison Reforms and Constitutional Reforms.

Description of the method under which marks are awarded at the Practical Test

	<i>Subjects</i>	<i>Time</i>	<i>Maximum marks</i>	<i>Pass Mark</i>
01	Shorthand (English)	01 hour	100	40%
02	Computer Type Writing (English)	20 minutes	100	40%
03	Shorthand (Sinhala/Tamil)	45 minutes	100	40%
04	Computer Typewriting (Sinhala/Tamil)	20 minutes	100	40%

*Syllabus of the Practical Test*

	<i>Subjects</i>	<i>Syllabus</i>
01	Shorthand (English)	This test is designed to measure the ability to take down in shorthand at a speed of 120 words per minute a passage continuously reading for a period of 05 minutes and write down the said passage in normal hand writing at a given time period.
02	Computer Type Writing (English)	This test is designed to measure the ability to type accurately within 20 minutes at a speed of 30 words per minute a text containing approximately 600 words
03	Shorthand (Sinhala/Tamil)	This test is designed to measure the ability to take down in shorthand at a speed of 90 words per minute a passage continuously reading for a period of 05 minutes and write down the said passage in normal hand writing at a speed of 12 words per minute.
04	Computer Typewriting (Sinhala/Tamil)	This test is designed to measure the ability to type accurately within 20 minutes at a speed of 20 words per minute a text containing approximately 400 words.

**08.2. Structured Eligibility Assessment Interview –**

Marks will be awarded by an Structured Eligibility Assessment Interview Board to be appointed by the Secretary to the Ministry of Justice, Prison Affairs and Constitutional Reforms.

Description of the method under which marks are awarded at the Structured Eligibility Assessment Interview.

<i>Main areas for which marks are to be awarded</i>	<i>Maximum Marks</i>	<i>Pass mark</i>
Additional Educational Qualifications	10	Not applicable.
Additional Vocational Qualifications	20	
Language Proficiency (Proficiency in Sinhala/Tamil/English)	10	
Computer Literacy	15	
Experience	40	
Skills exhibited at the interview	05	
Total	100	

**08.3. Common Interview –**

Qualifications will be verified by an Interview Board to be appointed by the Secretary to the Ministry of Justice, Prison Affairs and Constitutional Reforms and no marks will be awarded at this Common Interview.

**Note.** – Applicants qualified at the Practical Test will be summoned to the Structured Eligibility Assessment Interview at a rate of twice the number of vacancies available. Recruitment will be made on the basis of the order of merit to be secured both at the Practical Test and as well as the Structured Eligibility Assessment Interview subject however to the number of vacancies available.

09. Applications should be prepared on a A4 paper of 22x29 cm in size where items from 1 – 5 to appear on the first page, 6 – 16 on the second page and items 17 and 18 to appear on the third page and other items on the fourth 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. It is advisable for every applicant to retain a copy of the application in his/her possession as well. Receipt of applications will not be acknowledged. Applicants who delay their applications until the last day will do so at their own risk.

**Important –**

Applications of the applicants in respect of which the relevant documents are failed to be submitted when requested to do so will be considered.

**10. Examination Fee**

Every applicant should deposit a sum of Rs. 2,000/- as an examination fee to the credit of the Account No. 176-1001-9-9025184 at the People's Bank, Mid City Branch in favour of the Secretary to the Ministry of Justice, Prison Affairs and Constitutional 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.

11. It is mandatory for all applicants to fill item 18 provided in the specimen application, for which, please access to the link <https://justicemin.lk/ltrecruitment/applysteno.php> as per the guidelines given in <https://www.moj.gov.lk/images/Careers/LT/stenoguidline.pdf> and proceed accordingly. The necessary information requested there in are required to be given in **English block capitals** irrespective of the medium of language in which you are intending to sit the examination. The printout obtained therefrom is required to be affixed/attached in the space provided in the Item 18 of the specimen application form. Applications not completed in this item are treated to be incomplete applications.
12. The signature of the applicant placed on the application should also be attested. An applicant who submits the application through an institution should get his/her signature attested by the Head of the Institution or any officer authorized by him. Other applicants should get their signatures attested by a Head of a School/Retired Officer, Grama Niladhari of the Division, Justice of the Peace, Commissioner for Oaths, Attorney –at-Law, Notary Public, a commissioned officer in the Tri Forces, a Permanent staff officer in the public or provincial public service or a chief incumbent of a Buddhist temple or clergy of any other place of religions worship who holds a considerable position.
13. 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 Labour Tribunal Stenographer in the Multifunctional Segment I of the Management Assistant Non-Technical Service Category of the Labour Tribunal Secretariat shall be applicable to this post.

**WASANTHA PERERA,**  
Secretary,  
Ministry of Justice, Prison Affairs  
and Constitutional Reforms.

Ministry of Justice,  
Prison Affairs and Constitutional Reforms.  
02.05.2023

No. ....  
(For office use only)

01. Medium of Language in which you apply for the post.

Sinhala	
Tamil	
English	

(Mark  $\checkmark$  in the relevant box.)

02. Medium of Language in which you sit at the examination.

Sinhala	
Tamil	
English	

(Mark  $\checkmark$  in the relevant box.)

Important – It is mandatory to fill the 01st table and 02nd table above. Medium of language mentioned in the 1st table should be written in 2nd table to be the medium of language in which you sit at the examination.