

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 (Limited Basis) - 2023

APPLICATIONS are invited from the suitable citizens of Sri Lanka to be recruited on limited basis to fill the vacancies in the 03 posts of Sinhala Medium Stenographers, and 01 post of Tamil Medium Stenographer in the Labour Tribunals coming within the purview of the **Ministry of Justice, Prison Affairs and Constitutional 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, 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 (Limited 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 one (01) years during which the officer is required to pass the First Efficiency Bar Examination.
- III. The officers who entered 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 probationary period a requisite standard of proficiency in one official language. The relevant standard of proficiency in the other official language should also have to be obtained as per the Public Administration Circular No. 18/2022 and such other Circulars incidental thereto.
- 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 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 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 not more than two sitting including Language and Mathematics with at least two (02) credits passes.

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.

III. Experience :

Applicant should have a dynamic and satisfactory service period of 05 years in the following post of skilled, semi-skilled and non-skilled of primary service category attached to a court coming within the purview of the Ministry

of Justice, Prison Affairs Constitutional reforms and it should be confirmed by the Head of the Department.

- I. Process Server and Write Executor
- II. Crier and Usher
- III. Fiscal Matron
- IV. Fiscal Peon
- V. Court Security
- VI. The KKS under the Combined Service and the Labour Tribunal Clerks attached to a court or a Labour Tribunal having completed a active and satisfactory service period of 05 years as at the closing date of calling for applications.

05. Age Limit –

Not applicable.

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. bear an excellent moral character.
- II. hold permanent appointments and be confirmed in the appointment.
- III. has 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.
- IV. not be subjected to any disciplinary punishment as per the Public Service Commission Circular No. 01/2020

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 (Sinhala/Tamil)	45 minutes	100	40%
02	Computer Type Writing (Sinhala/Tamil)	20 minutes	100	40%

Syllabus of the Practical Test

	<i>Subjects</i>	<i>Syllabus</i>
01	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.

	<i>Subjects</i>	<i>Syllabus</i>
02	Computer Type Writing (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. 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 recruited on the basis of the order of merit to be secured upon verification of the qualification at this Common Interview.

09. Applications should be prepared on a A4 paper of 22x29 cm in size using both sides where items from 1 – 5 to appear on the first page, 6 – 16 on the second page and items 17 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. 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 –

- I. Applications of the applicants in respect of which the originals of the documents are failed to be submitted when requested to do so will not be considered.
- II. All Applicants should forward their applications through the respective Heads of the Departments.

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. 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 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.
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 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.
02.05.2023

No.
(For office use only)

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

Sinhala	
Tamil	
English	

(Mark ✓ in the relevant box.)

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

Sinhala	
Tamil	
English	

(Mark ✓ 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.