

MINISTRY OF JUSTICE, PRISON AFFAIRS AND CONSTITUTIONAL REFORMS

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

APPLICATIONS are invited from the suitable citizens of Sri Lanka to be recruited on open basis to fill vacancies in the 04 posts of Interpreter (Sinhala/Tamil – 02 posts, Sinhala/English 02 posts) 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 mentioned below. The words “Recruitment to the Post of Labour Tribunal Interpreter in the Multifunctional Segment I of the Management Assistant Non-Technical Service Category of the Office of the Secretary Labour Tribunal (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. 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 03 years a requisite standard of proficiency in one official language and the standard proficiency of other official language within 05 years.
- 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 one sitting with four (04) credits passes including Mathematics and two languages applicable to the language translation.
 - and*
 - (b) Should have passed all the subjects at the G.C.E. (A/L) Examination at one sitting. (except for General Common Test) (It is sufficient to pass 03 subjects in one sitting under the of old syllabus).

05. Age Limit –

Applicants should be not less than 18 years of age and not more than 30 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. 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.

08. Method of Recruitment :

08.1. Written Examination –

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

Method under which marks are awarded at the written test.

	<i>Subjects</i>	<i>Duration</i>	<i>Maximum marks</i>	<i>Pass Mark</i>
01	Translation of Sinhala/Tamil	01 hour	100	40%
02	Translation of Sinhala/English	01 hour	100	40%

Syllabus of the Examination

	<i>Subjects</i>	<i>Syllabus</i>
01	Translation of Sinhala/Tamil	Translation of a Sinhala text or texts into Tamil and <i>vice versa</i> .
02	Translation of Sinhala/English	Translation of a Sinhala text or text into English and <i>vice versa</i> .

Note. – Applicant should sit for one syllabus. Applicants qualified at the Written Examination will be summoned at the Practical Test in such rate of twice the number of vacancies available.

08.2. Practical Test –

Marks will be awarded by a Selection Board to be appointed by the Secretary to the Ministry of Justice, Prison Affairs and Constitutional Reforms. Interpretation skills will be tested at practical test.

Method under which marks are awarded at the Practical Test

	<i>Subjects</i>	<i>Duration</i>	<i>Maximum Marks</i>	<i>Pass Mark</i>
01	Translation of Sinhala/Tamil or Sinhala/English	30 minuts	100	40%

Syllabus of the Test

	<i>Subjects</i>	<i>Syllabus</i>
01	Translation of Sinhala/Tamil or Sinhala/English	Translation of Sinhala into Tamil and <i>vice versa</i> and/or Sinhala into English and <i>vice versa</i>

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. No marks will be awarded at the Common Interview.

Note. – Applicants will be summoned for the Common Interview on the basis of the order of merit to be secured at the Written Examination and the Practical Test.

09. Applications should be prepared on a A4 paper of 22x29 cm in size using both sides where items from 1 – 12 to appear on the first page, 13 – 16 on the second page and items 17 - 18 on the third page and rest of the 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 not be considered.

Applications from officers who are in the Public Service/Provincial Public Service/Public Corporations are required to be forwarded through the respective Heads of the Departments.

10. Examination Fee

Every applicant should deposit a sum of Rs. 1,500/- 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/applyinterpreter.php> as per the guidelines given in <https://www.moj.gov.lk/images/Careers/LT/interpreter-guidline.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 therefore 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. This signature of the applicant placed on the application should 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 religious worship who holds a considerable position.
13. The date on which the appointment will take effect will be determined by the Secretary to the Ministry of Justice, Prisons Affairs and Constitutional Reforms by the order of the Public Service Commission.
14. 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 Multifunctional Segment I of the Management Assistant Non-Technical Service Category of the office of the Secretary Labour Tribunal 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)

Medium of Language	
Sinhala/Tamil	
Sinhala/English	

(Mark √ in the relevant box.)