

Examinations, Results of Examinations &c.

MINISTRY OF JUSTICE, PRISON AFFAIRS AND CONSTITUTIONAL REFORMS

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) - 2024

APPLICATIONS are hereby invited from citizens of Sri Lanka, who fulfill below mentioned qualifications, to be recruited on open basis to fill the vacancies in the 06 posts of Sinhala Medium Stenographers at the Department of Debt Conciliation Board which come under the purview of the Ministry of Justice, Prison Affairs and Constitutional Reforms. Applications prepared as per the specimen form appended at the end of this notification should be sent by **registered post** to reach the "**Secretary, Department of Debt Conciliation Board, No. 35A, Dr.N.M.Perera Mawatha, Colombo 08**" on or before the closing date of applications as 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)- 2024**" should be clearly written on the top left hand corner of the envelope enclosing the application.

Closing date of application will be on 31.08.2024

Note - Any complaints that an application or any related letter in this regard has been lost or delayed in the post will not be considered.

01. Terms of Employment -

- I. This post is permanent and pensionable. (However, being pensionable will be subject to the policy decisions taken by the Government in the future).
- II. An officer appointed to this post is subject to a probationary period of three (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 of language other than any of the official languages, will require to acquire the required level of proficiency in one official language within 03 years and the required level of proficiency in 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 other Departmental Regulations.

02. Recruitment Grade - Grade III

03. Salary Scale -

In terms of the Public Administration Circular 3/2016, this post is entitled to a salary scale of MN 02-2016 Rs. 28,940 - 10x300 - 11x350 - 10x560 - 10x660 - Rs. 47,990/- (Monthly). Initial salary point relating to grading system will be Rs.28,940/-.

04. Qualifications -

I. Educational Qualifications:

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

II. Vocational Qualifications:

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

or

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

or

Should have followed the Secretarial Practice Course from Colleges of Technology and further followed a Course of 06 months duration on Type writing and Shorthand from the Training Institute for Non-Judiciary Officers and obtained a practical training for a duration of six (06) months at the Ministry of Justice, Prison Affairs and Constitutional Reforms or at any Court of Law relating to the aforesaid Course.

III. Experience:

Will be considered as a special qualification.

05. Age Limit -

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

06. Physical Fitness -

Every applicant should be in good mental and physical order 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 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 should appear for the Trade Test and the Interview for the evaluation of the suitability in the same medium of language in which application has been forwarded.

08.1 Trade Test -

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

Details regarding the Trade Test:

	<i>Subject Area</i>	<i>Duration</i>	<i>Total Marks</i>	<i>Pass Mark</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 designed to determine the ability to take down in shorthand at a speed of 60 words per minute relating to a passage continuously reading for a period of 05 minutes and to write down the said passage in normal hand writing at a speed of 08 words per minute.
04	Typing (Sinhala)	This test is designed to measure the ability to type accurately within 20 minutes at a speed of 20 words per minute relating to a text containing approximately 400 words

08.2 Interview for the Evaluation of the Suitability -

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

Method of Awarding marks for the Evaluation of the Suitability -

<i>Main Areas to which marks will be awarded</i>	<i>Maximum Marks</i>	<i>Pass Mark</i>
01. Additional Education Qualifications	10	Not relevant
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	

08.3 General Interview-

An interview board appointed by the Secretary to Department of Debt Conciliation Board will only verified the qualifications of the applicants and marks will not be awarded.

Note

Applicants who will pass the trade test and equivalent to twice the number of vacancies will be called for the Interview for the Evaluation of the Suitability. Recruitment to the posts will be based on the merit order of the aggregate of marks obtained for the two tests namely, Interview for the Evaluation of the Suitability and Trade Test and on the basis of available vacancies.

09. Applications should be prepared on A4 size paper of 22-29 cm using both sides in such a manner that items 1 - 5 on the first page, items 6 - 15 on the second page and items 16 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 notification or will be received after the closing date of acceptance of applications are liable to be rejected without notice. It is advisable to keep a photocopy of the application. Further, the applicant should make sure that the perfected application is in conformity with the specimen application specified in this notification. In the event that if it is not so, I further inform that application will be subject to rejection. Receipt of applications will not be acknowledged. Risk of delaying the sending of applications until the last date should be borne by the applicants themselves.

Important-

Applications of the Applicants, who fail to produce originals of the relevant documents when requested, will not be considered.

10. Examination Fees -

Each applicant should pay Rs.1,500/- to the credit of the **Current Account No. 176100159026581 maintained at the Mid City Branch of the Peoples Bank** in the name of Secretary to Department of Debt Conciliation Board. The original copy of the receipt should be affixed on the relevant place.

- 11.** Procedural Rules of the Public Service Commission, Circulars issued from time to time and the conditions pertaining to Scheme of Recruitment of the Post of Stenographer (Sinhala) 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. SUBHASHINIE DAYANANDA,
Secretary.

Department of Debt Conciliation Board,
2nd August, 2024.