

# Ministry of Justice

## Recruitment to the Post of Stenographer of the Labour Tribunal of the Management Assistant – Non Technical Multi Duty Segment 1 Service Category of the Office of the Secretary Labour Tribunals

Applications are invited from citizens of Sri Lanka who have fulfilled the below mentioned qualifications for recruitment on open basis for 25 Posts of Stenographers that are vacant at the Offices of the Labour Tribunals under the Ministry of Justice. Self prepared applications as per the specimen given below in this notice should be sent by registered post addressed to "Secretary, Office of the Secretary Labour Tribunals, Superior Courts Complex, Colombo 12" to receive before the closing date and time mentioned below. The caption "Recruitment to the Post of Stenographer of the Labour Tribunal of the Management Assistant – Non Technical Multi Duty Segment 1 Service Category of the Office of the Secretary Labour Tribunals" should be mentioned clearly on the left hand top corner of the envelope containing the application.

**Closing date for applications will be 05.02.2021.**

Note – Complaints regarding loss or delay of applications in post will not be considered. Applicants themselves should bear the loss or harm that may occur by keeping the applications till the closing date of applications.

### 01. Method of Recruitment

Candidate will be selected based on the marks received in a professional test conducted by an institution approved by the Secretary of the Ministry of Justice and at the interview conducted by an Eligibility Evaluation Interview Board appointed by the Secretary of the Ministry of Justice. Date of the implementation of the appointment and the number of appointments will be decided by the Secretary of the Ministry of Justice as per the instructions of the Public Service Commission.

### 02. Conditions for Employing in Service

- This post is permanent and Pensionable. (Pensionable condition may change subject to the policy decisions taken by the government regarding pension scheme.)
- Officer appointed to this post will be subject to a probation period of three (03) years and should pass the First Efficiency Bar Examination within that period.
- Should obtain the language efficiency level within 05 years as per Public Administration Circular No. 01/2014 and to the subsequent Circulars. Officers who have joined the service in a medium other than an official language should obtain the proficiency in one official language within 03 years and should obtain the proficiency in the other official language within 05 years.
- This appointment is subject to the Work Procedure Code of the Public Service Commission, Establishment Code of the Democratic Socialist Republic of Sri Lanka, Government Financial Regulations and other Departmental Instructions and Orders.

### 03. Recruitment Grade – Grade III

### 04. Salary Scale –

This post is entitled to a Monthly Salary Scale of MN 02 - 2016 Rs. 28,940 - 10x300 - 11x350 - 10x560 - 10x660 - Rs. 47,990/- as per the Public Administration Circular No. 3/2016, Starting Salary Point as per the Grading Method will be Rs. 28,940/-.

### 05. Qualifications –

#### I. Educational Qualifications :

- Should have passed the General Certificate of Education (Ordinary Level) Examination in 06 subjects including Mathematics in one sitting with four credit passes including Sinhala / Tamil / English.
- Should have passed in all subjects (except General Common Test and General English) in one sitting at the General Certificate of Education (Advanced Level) Examination.

#### II. Professional Qualifications –

Should have followed a course of not less than 06 months in stenography either at the National Youth Council, National Apprentice and Industrial Training Authority, Technical College, Government Registered Training Institute or in an institute recognized by the Tertiary and Vocational Education Commission Or  
Should have obtained a credit pass for Typing and Stenography at the G.C.E. (Ordinary Level) Examination Or  
Should have followed a course in Secretarial Practices in a Technical College and should have followed a further six (06) months course in stenography and typing at the Non Judicial Officers Training Institute and accordingly, should have had practical training of 06 months either in the Ministry of Justice or in a Court of Law.

#### III. Experience

Will be considered as a special qualification

### 06. Age Limit –

Should be not less than 18 years and not more than 45 years.

### 07. Physical Qualifications –

Every candidate should be physically and mentally fit to serve in any part of the island and to discharge the duties entrusted to the post.

### 08. Other Qualifications :

- Applicant should be a citizen of Sri Lanka
- Applicants should have an excellent moral character
- Should have fulfilled all the qualifications required for the recruitment to the post as at the date of the Eligibility Evaluation Interview.

### 09. Method of Recruitment –

**09.1** Marks will be given by the Professional Test conducted by an institution approved by the Secretary of the Ministry of Justice.

Method of Giving Marks at the Professional Test

Subject	Maximum Marks	Pass Marks
Stenography	100	40%
Typing	100	40%

#### 09.2 Eligibility Evaluation Interview

Marks will be given at the interview conducted by the Eligibility Evaluation Interview Board appointed by the Secretary of Ministry of Justice.

Method of Giving Marks at the Eligibility Evaluation Interview –

Main Fields for which Marks are Given	Total Marks	Pass Marks
01. Additional Educational Qualifications	10	Irrelevant
02. Additional Professional Qualifications	20	
03. Language Proficiency	10	
Proficiency in Sinhala / Tamil / English Language		
04. Computer Knowledge	15	
05. Experience	40	
06. Skills shown at the Interview	05	
Total	100	

#### 09.3 General Interview

Only the qualifications of the applicants will be checked and no marks will be given at the general interview conducted by an Interview Board appointed by the Secretary of the Ministry of Justice.

#### Note

Applicants who receive the highest marks at both Eligibility Evaluation interview and Professional Test out of those who have passed the professional test will be recruited to the posts in the order of merits as per the number of vacancies available.

10. Application should be as per the specimen given below and should be prepared on A 4 paper of 22 - 29 cm size. Application should be prepared with headings 1 - 11 in the first page and heading 12 - 15 in the second page and the headings from 16 onwards to the end in the third page. Relevant details should be entered in own handwriting. Applications that are incomplete in every way, without the basic qualifications, late applications and applications that are not in conformity of the specimen will be rejected without any intimation. It will be beneficial to retain a copy of the application. Applicant should check whether the application is as per the specimen in this notice and if the application is not in conformity of the specimen such applications will be rejected. Application should be prepared as per the specimen given below. Applications will not be acknowledged.

- Note –
- Any document or copy thereof that are irrelevant should not be attached to the application.
  - Applications of the candidates who fail to submit originals of the documents when requested will not be taken into consideration.

11. Every applicant should pay Rs. 500/- as examination fee and that amount should be credited to Account No. 176-1-001-9-9025184 in favour of Secretary, Ministry of Justice maintained at the City Centre Branch of the Peoples Bank.

12. Rules of the Work Procedure Code of the Public Service Commission, Circulars relevant to government service issued from time to time, conditions of recruitment procedure for the Post of Stenographer of the Labour Tribunals in the Management Assistant – Non Technical Multi Duty Segment 1 Service Category of the Office of the Secretary Labour Tribunals will be applicable for this post.

**M.M.P.K. Mayadunne**  
**Secretary**  
**Ministry of Justice**

08.01.2021

No : .....  
(For Office Use only)

Medium

Sinhala	
Tamil	
English	

(Mark (✓) in the relevant cage)

### Specimen Application Form

Ministry of Justice

**Application for Recruitment to the Post of Stenographer of the Labour Tribunal of the Management Assistant – Non Technical Multi Duty Segment 1 Service Category of the Office of the Secretary Labour Tribunals**

- (a) Name with Initials (In Sinhala / Tamil) .....  
Name with Initials (In English Capital Letters) .....
- (b) Name in Full (In Sinhala / Tamil) .....  
Name in Full (In English Capital letters) .....
- Permanent Address (In Sinhala / Tamil) .....
- Permanent Address (In English Capital letters) .....
- Address for receiving letters (in English Capital Letters) .....  
(Fill this only if different from the Permanent Address)
- Telephone No : .....
- National identity Card No. : .....
- Gender : Female/Male : .....
- Date of Birth : .....  
Year ..... Month ..... Date .....
- Age as at the date of Closing of Applications : .....  
Years ..... Months ..... Days .....
- Nationality : .....
- Marital Status .....
- G.C.E. (Advanced Level) Examination  
Year ..... Index No .....

Subject	Pass

13. G.C.E. (Ordinary Level) Examination  
Year ..... Index No. ....

Subject	Pass

14. Qualification as per Paragraph 05 in the Advertisement calling for applications
- Educational Qualifications .....
  - Professional Qualifications .....
  - Experience .....

15. Language Proficiency : (Mark ✓ in the relevant cage)

	Very Good	Good	Normal	Poor
Sinhala				
Tamil				
English				

16. Receipt for Payment of Examination Fees

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### Certification of the Applicant

I, ..... hereby declare that the information given herein is true and correct. I hereby certify that I have never been dismissed from government service or have not been sent on compulsory retirement as a sympathetic option or I have not deserted the post. I am aware that I would be disqualified if any of the information herein is found to be false or incorrect before appointment and would be subject to dismissal without any compensation if found to be false or incorrect after appointment.

Date : .....  
Signature of Applicant