

## Recruitment to the post of Stenographer in the Labor Tribunal – 2023

- Log on <https://justicemin.lk/ltrecruitment/applysteno.php> to apply to the above post.

The screenshot shows a web application form for recruitment. The header includes the Ministry of Justice logo and the text: "කළමනාකරණ විනිශ්චය සභා වසු අල්ලක තනතුරු සඳහා බඳවා ගැනීම - 2023" and "ලබාගැනීමේ ක්‍රියාමාර්ගයේ සහභාගීත්වයට පත්වීමේදී යැපීමේදී පැමිණිලි කළ යුතු කරුණු - 2023". Below this, it says "Recruitment to the Post of Stenographer, Multifunctional Segment I of the Management Assistant Non-Technical Category of the Labour Tribunal Secretariat (on open basis) - 2023".

The form fields are:

- විද්‍යා/ ප්‍රකාරය/ Title : Select
- සම්පූර්ණ නම (ඉංග්‍රීසි බ්ලොක් අකුරින්) / Full Name (In English Block Capitals) : [Text Input]
- ජාතික හැඳුනුම්පත් අංකය / National Identity Card No : [Text Input]
- විද්‍යා ප්‍රවේශයට යැවිය යුතු ලිපිනය (ඉංග්‍රීසි බ්ලොක් අකුරින්) / Address to which Admission Should be sent (In English Block Capitals) : [Text Input]
- දුරකථන අංකය / දුරකථන අංකය / Contact No : [Text Input]
- විද්‍යා භාෂාව ලිපිනය (ඉංග්‍රීසි බ්ලොක් අකුරින්) / Email Address (Leave Blank if no Email Address) : [Text Input]
- විද්‍යා මාධ්‍යය / Medium of language in which the exam sit for : Select

A blue "Submit" button is located at the bottom right of the form. The footer of the page reads "2023 © Ministry of Justice".

- Enter information for all items provided in the above application form. After that, click the **submit button** and go ahead and print your detail sheet.
- You must enter your National Identity Card Number in this detail sheet, and you must enter the same National Identity Card Number to print the detail sheet.

**Note:** Only single chance is permitted for one National Identity Number to enter details. In every case you enter your National Identification Number, enter it without a space between the last number thereof and the letter V.

(Eg :- 123456789V)

### Instructions for printing the detail sheet:

- Enter the National Identity Card number and click the **Search Button** to print the detail sheet. Then, the details entered by you will be displayed at the bottom of the screen and click the **Print Button** appeared at the bottom of the screen to print the information sheet.

- Paste the printed copy in the space provided in paragraph 18 of the specimen application and forward the application.

  
**Office of the Secretary Labour Tribunals**  
 Ministry of Justice, Prison Affairs and Constitutional Reforms

කළුතර, විනිශ්චය කොටු පුද්ගලික කොටු පුද්ගලික සේවා සේවා දෙපාර්තමේන්තුව  
 தொழில் நியமன சேவைகளை கருவகொடுத்ததற்கான பதவிகளுக்கான தேர்வு செய்தல்  
 Recruitment to the Post of Stenographer

සේවා සඳහා - තුලසේ කට නොවැරදි පුද්ගලික සේවා සේවා  
 உகுவளம் தேர்வு செய்யும் சேவை. இலங்கை அரசியல் தலைமைப் பகுதிக்கு, கால்டுவெள சேவைகளுக்கான.  
 Enter Your NIC Number and Print the Information Sheet

Enter your NIC Number...

**SEARCH**

For Office Use Only:

Full Name : \_\_\_\_\_

National Identity Card No : \_\_\_\_\_

Medium of Language in which the Exam Sit for : \_\_\_\_\_

Address to which Admission Should be Sent : \_\_\_\_\_

**Print**

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**If the detail sheet is printed later,**

- In case you are unable to print the detail sheet at the time of the details are entered -
  - I. Log on <https://justicemin.lk/ltrecruitment/print-steno.php> to print it. (In such case, the same screen as above is displaced.)
  - II. Enter the National Identity Card Number in the space provided next to the **Search Button** and print your information sheet whenever you prefer. (Enter the National Identity Card Number without a space between the last number thereof and the letter V.)
- Paste the printed copy in the space provided in paragraph 18 of the specimen application and forward the application.

**If any concerns arisen regarding this procedure, inquiries can be lodged at the following number.**

**011-2435201 - Mrs. Kumudu Jayathilake (Information Technology Division)**