Examinations, Results of Examinations & c.

DEPARTMENT OF LABOUR

Open Competitive Examination for Recruitment to the Post of Stenographer - Grade III (Management Assistant – Non – Technical Service – Category 2) of the Department of Labour – 2026

RECRUITMENT will be conducted on open basis to fill the existing vacancies in the post of Stenographers Grade III (Management Assistant – Non – Technical Service – Category 2) of the Department of Labour, in accordance with the provisions of the Scheme of recruitment approved by the Public Service Commission. Applications are called from the Sri Lankan citizens who have fulfilled the qualifications prescribed in paragraph 3.0 below as at **14.12.2026**, the closing date of applications.

1. **Posts of recruitment and the number of vacancies :**

Serial Number	*Designation*	*Number of vacancies*
1	Stenographer (Sinhala Medium)	09
2	Stenographer (English Medium)	01

1.1. **Nature of the post/ posts:** Permanent and pensionable.

1.2. **Nature of duty of the posts :**

	Approved Designation	*Tasks*
1	**Stenographer**	- Recording industrial court hearings in shorthand - Recording inquiries conducted at the Termination Division and Industrial Relations Division in shorthand - Recording minutes of Wages Boards Meetings in shorthand - Computer type setting and taking printouts of all work notes obtained as above and in other Departmental requirements - Other duties assigned by the Head of the Department in relation to the position.

2. **Method of recruitment :**
This open competitive recruitment examination consists of a written test and a professional test. The written test will be held initially and the candidates who obtain more than 40% for that will be called for the professional test. The candidates should secure at least 40% of the marks allocated for each subject to be qualified for the appointment, as this is a competitive examination. The vacancies will be filled based on the number of vacancies to be filled, in accordance with the order of the total marks obtained.

(Fulfillment of all qualifications prescribed in this notification is mandatory.)

The examination is held in Sinhala and English mediums and applicants will not be allowed to change the medium of examination later. The candidates may sit for the written test in any medium they prefer. Appointment to the Sinhala medium Stenographer posts will be done in accordance with the merit order of the total marks of the Sinhala medium

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candidates and appointment to the English medium stenographer posts will be done in accordance with the merit order of the total marks of the English medium candidates.

3. Qualifications :

3.1. **Educational qualifications.**

3.1.1. **Sinhala Medium Applicants**

(a) Should have passed six (06) subjects at the G.C.E (O/L) examination with credit passes for
- Sinhala Language
- Mathematics and
- Two (02) other subjects in one sitting

and

(b) Should have passed at least one (01) subject (except the common General Test) at the G.C.E (A/L) Examination.

3.1.2. English medium applicants -

(a) Should have passed six (6) subjects at the G.C.E (O/L) examination with credit passes for
- English Language
- Mathematics and
- Two (02) other subjects in one sitting;

and

(b) Should have passed at least one (01) subject (except the common General Test) at the G.C.E (A/L) Examination.

3.2. **Professional qualifications :**

- **Sinhala Medium Applicants**
  Should have followed a course on stenography and computer Typesetting (Sinhala medium) with a duration of not less than six (06) months at an institution recognized by the Tertiary and Vocational Education Commission or should have obtained a credit pass for Electronic Documentation and Stenography (Sinhala Medium) at the G.C.E. (O/L) Examination.

- **English medium applicants**
  Should have followed a course on stenography and computer type setting (English medium) with a duration of not less than six (06) months at an institution recognized by the Tertiary and Vocational Education Commission or should have obtained a credit pass for Electronic Documentation and Stenography (English Medium) at the G.C.E. (O/L) Examination.

Note : The institutions approved by the Tertiary and Vocational Education Commission for the Stenography and Computer Typesetting are as follows:

- Colleges of Technology and Technical Colleges under the Department of Technical Education and Training
- Training Centers under the National Apprentice and Industrial Training Authority
- Training centers under the National Youth Services Council
- Training centers under the Vocational Training Authority of Sri Lanka

3.3. **Physical Eligibility**
Every applicant should be physically and mentally fit to serve in any part of Sri Lanka and perform duties of the post.

3.4 **Other Qualifications :**

i. Should be a citizen of Sri Lanka.
ii. Should possess an excellent moral character.
iii. Should not be a clergy or priest of any religion/ religious sect.
iv. The Applicant is deemed to have fulfilled the qualifications required to sit for the examination for recruitment only if, he/she has fulfilled all the relevant qualification and the prescribed age limit, in each and every aspect as at the date mentioned in the notification.

4. Age limit
Age should be not less than 18 years and not more than 30 years as at the closing date of applications.

5. Terms of Employment and Service Conditions

5.1. This appointment is subject to a probation period of 03 years.

5.2. The First Efficiency Bar (EB) should be passed before the lapse of 03 years from being recruited to Grade III

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5.3. The Provisions of Public Administration No. 18/2020 dated 16.10.2020 and the circulars incidental thereto, shall apply in respect of the official language proficiency.

5.4. The selected candidates will be appointed to the post of Stenographer - Grade III subject to the general conditions governing appointments to the public service, procedural rules of the Public Service Commission, Financial Regulations, Provisions of the Establishment Code and any amendment made to them, Other Departmental orders, terms and conditions set out in the Scheme of Recruitment approved by the Public Service Commission on 11.04.2013 and any other amendment made or to be made hereafter to the Scheme of Requirement.

5.5. The selected candidates will serve only at the Head Office of the Department of Labour, Narahenpita, Colombo 05.

6. Salary scale :

The monthly salary scale relevant for the post is Rs. 42,230– 10 x 540– 11 x 630– 10 x 890- 10 x 1,190 – Rs 78,360 (MN -1-2025) in accordance with Public Administration Circular No.: 10/2025

7. Written Test and Professional Test :

7.1. **Written Test**

Question Paper	*Duration*	*Maximum Marks*	*Pass Marks*
- For Sinhala medium candidates General Knowledge and Composition (Sinhala Medium) - For English medium candidates General Knowledge and Composition (English medium)	2 Hrs	100	40

(A) Syllabus for the written test

General Knowledge and Composition

- Testing candidate's general knowledge on national and international current affairs.
- Writing an essay on a topic selected from given topics of current importance (unique ideas, language skills, correct grammar and spelling will be taken into consideration.)

7.2. Professional Test

Subject	*Maximum Marks*	*Pass Marks*
- For Sinhala medium candidates Shorthand and computer Typesetting (Sinhala medium) - For English medium candidates Shorthand and computer Typesetting (English Medium)	100	40

(A) Syllabus for the professional test

- **For Sinhala Medium candidates**
  Taking down in shorthand at a speed of 70 words per minute, a passage dictated continuously for five minutes and computer typesetting the same at a speed of 7 words per minute.

- **For English medium candidates**
  Taking down in shorthand at a speed of 80 words per minute, a passage dictated continuously for five minutes and computer typesetting the same at a speed of 7 words per minute.

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8. General Interview :
The General interview is conducted only to scrutinize the qualifications and marks will not be given.
** N.B
Attending the interview shall not be deemed as fulfillment of qualifications for appointment.

9. Examination Fee :
The examination fee is Rs. 500/- It should be credited to Account No. 086100169026274, Thimbirigasyaya Branch, People's Bank in the name of the Commissioner General of Labour and the receipt issued should be pasted on the application firmly.

(Keeping a photocopy of the receipt will be useful)

Note: The examination fee, once paid will not be refunded under any circumstance, unless the examination is cancelled. The examination fee paid for this examination cannot be transferred for another examination.

10. Method of application :

10.1. The application should be prepared by the applicant himself/ herself according to the specimen from appended at the end of this notification using both sides of 21 x 29 cm (A4) sized paper. It should be prepared in such a manner so that item No. 1.0 -8.0 appear on the first page, No. 9.0 -11.2 appear on the second page, No. 12.0-16.0 appears on the third page and No. 17.0 appear on the fourth page of the application.

10.2. The application should be prepared in the medium in which the applicant appears for the examination.

10.3. The applications which do not comply with the prescribed format and those which are incomplete will be rejected without further notice

10.4. This examination will be held only at examination centers establish in Colombo.

10.5. Receipt of applications will not be acknowledged. Complaints made with regard to applications misplaced in post will not be entertained.

10.6. The issuance of an admission card to sit for the competitive examination should not be considered as fulfillment of the qualifications by the applicant.

10.7. "Open Competitive Examination for Requirement to the post of Stenographer – Grade III (Management Assistant Non – Technical Service Category 2) of the Department of Labour -2026" should be clearly written at the top of left corner of the envelope in which the application is enclosed.

10.8. The signature of the applicant in the application form should be attested by the Principal of a government school, Justice of the peace, Commissioner for oaths, Notary public, an authorized officer of armed forces, an officer

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holding a gazetted post in Public Service or a Tertiary or Senior level officer holding a permanent post in Public Service as per classification of Public Administration Circular No. 10/2025.

10.9. The final decision on the filling, non-filling or partial filling of these vacancies and all other matters, rests with the Commissioner General of Labour.

11. Forwarding of application form :

The Completed application forms should be sent through registered post to reach the below- mentioned address on or before 14.12.2026
Commissioner of Labour (Establishment),
Department of Labour,
8th Floor,
"Mehewara Piyesa" Building,
Colombo 05.

12. Appearing for the Examination :

(a) Admission cards will be issued by the Sri Lanka Foundation only to the applicants who have forwarded duly completed application forms and fulfilled the qualifications mentioned in the notification, one week prior to the date of the examinations.

(b) A link will be sent through an SMS to the mobile number provided by the applicant for downloading the admission card. This provides the opportunity for the applicant to download their admission card by entering the National Identity Card Number, if it is not received by posts. A candidate who does not produce the admission card will not be permitted to sit the examination.

(c) A candidate should sit the examination at his/her respective examination hall under the relevant index number. Every candidate who sits the examination should handover the admission card, with their signature certified, to the Chief Examiner on the day of the examination.

13. Identity of the Candidate :

At the examination hall the candidates should prove their identity to the satisfaction of the Chief Examiner for each subject they appear. The following documents will be accepted for this purpose.

(a) National Identity card issued by the Department of Registration of Persons;
(b) Valid passport;
(c) Valid driving license.

14. Punishment for furnishing false information

If a candidate is found to be unqualified to appear for this written test his/ her candidature is liable to be cancelled prior to, during or subsequent to the examination or at any time thereafter. If a candidate is found to have furnished false information knowingly, or found to have concealed any important information deliberately, he/she is liable to be dismissed from service.

15. In the event of inconsistency between Sinhala, Tamil and English versions of this *Gazette* notification, the Sinhala text shall prevail.

H. M. D. N. K. WATALIYADDA,
Commissioner General of Labour.

Department of Labour,
Colombo 05,
02nd of November, 2026.

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