

N. B.– Part IV(A) of the Gazette No. 2331 of 04.05.2023 was not published.



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## The Gazette of the Democratic Socialist Republic of Sri Lanka

අංක 2,332 – 2023 මැයි මස 12 වැනි සිකුරාදා – 2023.05.12  
No. 2,332 – FRIDAY, MAY 12, 2023

(Published by Authority)

### PART I: SECTION (IIA) – ADVERTISING

(Separate paging is given to each language of every Part in order that it may be filed separately)

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**Note.**– Parliamentary Budget Office Bill was published as a supplement to the Part II of the *Gazette of the Democratic Socialist Republic of Sri Lanka* of April 28, 2023.

#### IMPORTANT NOTICE REGARDING ACCEPTANCE OF NOTICES FOR PUBLICATION IN THE WEEKLY "GAZETTE"

ATTENTION is drawn to the Notification appearing in the 1st week of every month, regarding the latest dates and times of acceptance of Notices for publication in the weekly *Gazettes*, at the end of every weekly *Gazette* of Democratic Socialist Republic of Sri Lanka.

All notices to be published in the weekly *Gazettes* shall close at 12.00 noon of each Friday, two weeks before the date of publication. All Government Departments, Corporations, Boards, etc. are hereby advised that Notifications fixing closing dates and times of applications in respect of Post-Vacancies, Examinations, Tender Notices and dates and times of Auction Sales, etc. should be prepared by giving adequate time both from the date of despatch of notices to Govt. Press and from the date of publication, thereby enabling those interested in the contents of such notices to actively and positively participate please note that inquiries and complaints made in respect of corrections pertaining to notification will not be entertained after **three months** from the date of publication.

All notices to be published in the weekly *Gazettes* should reach Government Press two weeks before the date of publication *i.e.* notices for publication in the weekly *Gazette* of 2<sup>nd</sup> June, 2023 should reach Government Press on or before 12.00 noon on 19<sup>th</sup> May, 2023.

#### Electronic Transactions Act, No. 19 of 2006 - Section 9

"Where any Act or Enactment provides that any proclamation, rule, regulation, order, by-law, notification or other matter shall be published in the *Gazette*, then such requirement shall be deemed to have been satisfied if such rule, regulation, order, by-law, notification or other matter is published in an electronic form of the *Gazette*."

GANGANI LIYANAGE,  
Government Printer.

Department of Govt. Printing,  
Colombo 08,  
01st January, 2023.

This Gazette can be downloaded from [www.documents.gov.lk](http://www.documents.gov.lk)



1. General Qualifications required :

1:1 Every applicant must furnish satisfactory proof that he is a Sri Lankan. A Sri Lankan, is a citizen of Sri Lanka by descent or by registration as defined in the Sri Lanka Citizenship Act.

1:2 A candidate for any post for which the minimum educational qualification prescribed is a pass in the Senior School Certificate Examination or equivalent or higher examination, should have a pass in the Senior School Certificate Examination or equivalent or higher examination, should have a pass either in Sinhala language or Tamil language obtained, as the case may be, at the Senior School Certificate Examination or its equivalent if he is either a Sinhalese educated in Sinhala Medium or if he is a Tamil educated in Tamil Medium (This requirement will not apply to those who are in the public service from a date prior to January 01, 1961, and who seek appointments to other posts in the public service).

1:3 Application from the New Entrants, Public Officers, who are not either Sinhala or Tamil educated, whose probationary trial appointments have been terminated for failure to pass the prescribed official language proficiency tests will not be entertained unless they have obtained the qualifications which could entitle them to seek exemptions from the highest proficiency test prescribed for the post.

2. Conditions of Service-General :

2:1 All officers in the Public Service will be subject to the Financial Regulations, the Establishments Code, Departmental Orders or Regulations and any other Orders or Regulations that may be issued by the Governments from time to time.

2:2 A Public officer may be required to furnish security in terms of the Public Officers (Security) Ordinance, in such sum and in such manner as the secretary to the Ministry concerned may determine.

2:3 A Public Officer may be called upon to serve in any part of the Island.

3. Conditions of Service applicable to Public Officers holding permanent appointments :

3:1 In addition to the conditions referred to in Section 2 above Public Officer holding permanent appointments will be subject to the following further conditions:

3:1:1 All appointments will be on probation for a period of 3 years unless a longer period is considered necessary in respect of any post. Any appointment may be terminated at any time during the period of probation without a reason being assigned.

3:1:2 All public officers are required to conform to the provisions of the Chapter IV of the Constitution of the Democratic Socialist Republic of Sri Lanka and any other laws, regulations or rules that may be made from time to time to give effect to the Language Policy of the Government.

3:1:3 All Public officers who have not entered the Public Service either in Sinhala Medium or in Tamil Medium are required to acquire a working knowledge in one of the official languages.

3:1:4 Confirmation at the expiry of the period of probation of an officer who entered the Public Service in a medium other than Sinhala or Tamil will depend, inter alia, on the passing of the Grade I Proficiency Test in one of the Official Languages within one year; Grade II Proficiency Test within two years, and Grade III Proficiency Test (where applicable) within three years from the date of appointment.

Failure to pass a test within the prescribed period will result in the suspension of increments. Suspension will be converted to a stoppage if the test is not passed within a further period of six months beyond the prescribed period such stoppage operating until the test is passed or until such time as the provisions of Section 3:1:6 below apply.

3:1:5 Such officers should, on receiving appointment, be given facilities on full pay, for a period of 6 months to obtain proficiency in one of the official languages. He will thereafter, be required to sit the relevant proficiency examination and if he does not pass he will be given the opportunity to pass the examination within a period of 2 years immediately after the period of 6 months on full pay, while he performs his normal duties.

3:1:6 If he fails to pass the examination in this prescribed period of 2 1/2 years his services will be terminated.

3:1:7 A Public Officer already confirmed in permanent post in the Public Service will not normally be required to serve the period of probation on being appointed to another permanent post in the Public Service. Such Officers may in the first instance be appointed to act in the new post for a

specified period with a view to testing him in his new post.

3:1:8 Selected candidates (Other than those already holding permanent or temporary appointments in the Public Service) who have already been medically examined will be required to undergo a medical examination by a Government Medical Officer to test their physical fitness to serve in any part of the Island.

4. Terms of Engagement :

4:1 Public officers appointed to permanent and pensionable posts should contribute to the 'Widows and Orphans' Pension Scheme from their salary an amount equivalent to the percentage the Government requires to recover from their salary.

4:2 Public officers appointed to permanent or temporary posts on Provident Fund basis will be required to contribute 6% of their consolidated salary to the Public Service Provident Fund. The Government will contribute as its share of contributions an amount equal to 150% of the compulsory contributions credited to the fund at the close of the Financial Year.

4:3 Officers who hold pensionable appointments in the Public Service and who are released for appointments to pensionable posts in the Local Government Service and those officers in the Local Government Service who hold pensionable appointments and who are released for appointments to pensionable posts in the Public Service will be allowed pensionability in their posts in the Local Government Service and Public Service respectively.

4:4 Regular Force personnel in the Army, Navy and Air Force who are released for appointments to posts in the Public Service which are pensionable under the Minutes on Pension will be allowed pensionability in their posts in the Public Service. Notwithstanding anything to the contrary in these Minutes the unforfeited full pay service of any member of the Armed Forces who is released to accept an appointment as a Public Officer in a post which has been declared to be pensionable under these Minutes shall be reckoned for the purpose of any pension or gratuity payable under these Minutes.

5. Serving Officers in the Public Service :

5:1 Applications from officers of the Public Service who possess all the necessary qualifications must be forwarded through the Heads of their respective Departments. In the case of applications from Public Officers holding post in the permanent establishment in the Public Service. Heads of Departments in forwarding such applications should state whether the applicants could be released or not to take up the new appointment, if selected.

5:2 Candidates may be required to present themselves for interview at an appointed time and place. No travelling or other expenses will be paid in this connection.

5:3 Anyone desiring to recommend a candidate should do so by giving a testimonial. Any form of canvassing or any attempt to influence the selection of a candidate will disqualify such candidates.

5:4 Any statement in the application which is found to be incorrect will render the applicant liable to disqualification if the inaccuracy is discovered before the selection and to dismissal if discovered after the selection.

5:5 Application not conforming in every respect with the requirements of the advertisement will be rejected.

6. Definition of Salary for the purpose of Eligibility :

6:1 Salary for purposes of eligibility means only the consolidated salary and does not include any action salary, allowances etc.

7. New National Policy on Recruitment and Promotions :

Recruitment and Promotion in the Public Service, Provincial Public Service, Public Corporate Sector and Companies fully owned by the Government will be done in accordance with the policy laid down in the Public Administration Circulars No. 15/90 of 09.03.1990, 15/90 (I) of 25.03.1990 & 15/90 (ii) of 15.06.1990 with effect from 01.01.1990 subject to amendments that will be done by subsequent Public Administration Circulars.

Rules and Instructions for Candidates

All candidates are bound to act in conformity with the provisions of the Examinations Act, No. 25 of 1968.

All candidates are bound to abide by the rules given below. A candidate who violates any of these rules is liable to one or more of the following punishments at the discretion of the Commissioner of Examinations :—

- (i) Suspension from the whole or part of the examination or one subject or a part thereof ;
- (ii) Disqualification from one subject or from the whole examination ;
- (iii) Debarment from appearing for an examination for a period of one year or two years ;
- (iv) Debarment for life ;
- (v) Suspension of the certificate for a specified period ;
- (vi) Reporting the candidate's conduct to his Superiors or handing over the candidate to the Police or making a complaint to the Police over his action.

The Commissioner reserves himself the right to take action at any time before the Examination or at any stage of it or thereafter, and his decision shall be deemed final. In the case of examinations for recruitment to the Public Service, the decision of Commissioner of Examinations shall be subject to the Supervision of the Public Service Commission.

1. All candidates should conduct themselves in a quiet manner in and around the Examination Hall so as not to disturb or obstruct the Supervisor, his assistants or the other candidates. They should enter and leave the Examination Hall as quietly as possible.

2. Candidates should obey the Supervisor. Therefore, when the Examination is in progress and before the commencement of the Examination as well as immediately after the end of the Examination they should act in accordance with the instructions of the Supervisor and his assistants.

3. Under no circumstances whatsoever will a candidate be allowed into the Examination Hall after the lapse of half an hour after the commencement of a paper. No candidate will be permitted to leave the hall till after half an hour from the time of commencement of the paper. Candidates who come late for Practical and Oral Examinations are liable to be refused admission.

4. Every candidate should sit at the desk bearing his/her index number and not at any other desk. Unless with the permission of the supervisor no candidate should change his/her seat. The occupation of a seat other than the one assigned to him by a candidate is liable to be considered as an act with a dishonest intention.

5. Absolute silence should be maintained in the Examination Hall. A candidate is forbidden to speak to, communicate with or have dealings with any person within or outside the Examination Hall other than a member of the Examination Hall Staff. If there is an urgent need for a candidate to communicate with another, prior permission must be obtained from the supervisor.

6. A candidate's answer script is identified only by the Index Number and his/her name should not be written on the answer script. Another candidate's index number appearing on the answer script of a candidate is considered as an attempt to commit a dishonest act. Answer scripts bearing an index number that is difficult to decipher is liable to be rejected.

7. Candidates should write only on the paper provided and should not write anything on the blotting paper, question paper, desk or any other place. Non conformity with this rule could be taken as an act with dishonest intentions.

8. Any paper or answer book supplied should not be torn up, crushed, folded or erased. Each and every sheet of paper used for rough work should be tied up with the answer script. It should be a part of the answer script. (Such rough work should be neatly crossed out.) Anything written inside the Examination Hall should not be taken out. If a question has been answered twice, the unnecessary answer should be neatly crossed out. Failure to abide by these requirements may be considered as an attempt to cheat.

9. When answering questions in Mathematics the submission of correct answers with incorrect working or with no working at all and in art if the work of art is similar or very close in resemblance to that of another candidate in concept, in form or in execution it is liable to be considered as a dishonest act.

10. The removal of any paper or stationery supplied to candidates out of the Examination Hall is prohibited. All such material remains the property of the Commissioner of Examinations. Breach of this rule shall be liable to be considered an act with dishonest intention.

11. While in the Examination Hall a candidate should not have with him or near him any book, note book, pocket note book, exercise book, sheet of paper or pieces of paper other than the stationery supplied to him. Nor should any handbag, travelling bag or parcel other than the candidate's boxes of colours and boxes of instruments where necessary or any file cover, card board pad, folded newspapers, brown papers should be brought into the Examination Hall. Breach of this rule is a punishable act.

12. A candidate is strictly forbidden to keep with him any book, note book or a sheet of paper with written notes once inside the Examination Hall. Should the Supervisor so requires, each candidate is bound to

declare everything he has with him/her. Breach of this requirement shall be considered as an attempt to commit an act of dishonesty.

13. Candidates are forbidden to copy or attempt to copy from the answer script of another candidate, a book, paper containing notes or any other source. A candidate should not attempt to look at the answer script of any another candidate. A candidate should refrain from helping another Candidate and also from getting help from another candidate or a person. Every completed answer sheet should be kept underneath the sheet on which the answer is being written. Sheets of writing paper should not be strewn all over the desk.

14. A candidate will under no circumstance whatsoever be allowed to leave the Examination Hall even for a brief period during the course of the paper. However in an emergency if a candidate needs to leave the hall, he/she shall be allowed to do under the surveillance of the supervisor or his assistant. He/she shall be subject to search before leaving the hall as well as before re-entering it.

15. Impersonation while answering a paper or before the commencement of the Examination is a punishable offence. Tampering with identity cards, presenting false identity cards or tampering with someone's identity are also such offences. Candidates are warned not to commit such offences.

16. Assistance given to a candidate in a dishonest manner by a person who is not a candidate, is considered a serious offence.

Candidates should adhere to the following instructions for their own safety :-

(i) Be at the Examination Hall well in time. It is sufficient to be at the Examination Hall 10 or 15 minutes before the commencement of each paper. If you have any doubt as to the location of the Examination Hall, make inquiries on a day prior to the date of Examination and be sure of its location.

(ii) In case of any doubt regarding your entry for a paper or eligibility to sit a paper you should bring it to the notice of the Supervisor and get your doubts cleared. Failure to do so may result in your candidature for the subject being cancelled.

(iii) When appearing for the Examination, candidates should produce their identity cards at every paper they sit. If a candidate fails to produce identification documents at the Examination Hall, his candidature is liable to be cancelled. In case a candidate forgets to bring such documents into the Examination Hall, it should be brought to the notice of the Supervisor and arrangements should be made to produce them before the Examination concludes.

(iv) Standard stationery (i.e. writing paper, graph paper, ledger paper, precis paper) will be supplied. If you receive any stationery that is different from the kind generally distributed or distributed to the others it should be promptly brought to the notice of the supervisor. No paper other than those issued at the Examination Hall should be used for answering questions. Excess paper and other material should be left on the desk, in good condition. When log tables are supplied they should be used with care and left on the desk when you leave.

(v) Candidates should bring their own pens, pencils, bottles of ink, erasers, pieces of cloth, rulers, geometrical instruments, coloured pencils, coloured chalk, etc.

(vi) When you start answering you should promptly write down your Index Number and the name of the Examination on each sheet of paper used. Write neatly and legibly on both sides of the paper. Leave a blank line after the answer to each part of a question. After the answer to a full question leave one or several blank lines. Do not crowd in your work.

(vii) The left-hand margin of the answer sheet is set apart for you to enter the number of the question you answer. The right hand margin is reserved for the examiner's use and nothing should be written there. Number your answers correctly as incorrect numbering leads to confusion.

(viii) You should read carefully the instructions given at the head of the question paper, with regard to the compulsory questions and the manner in which the other questions should be selected. Disregard to these instructions is often liable to affect you adversely.

(ix) When Mathematics Questions are answered, give all details of calculations and any roughwork, in their serial order as part of the working of the problem. Necessary sketches, diagrams and figures should be accurate and sufficiently large. In an answer running into several pages if reference must be made to a diagram drawn in an earlier page, that diagram should be drawn repeatedly.

(x) At the end of each paper, arrange your answer sheets in the order you answered the questions. Then using the piece of twine supplied, tie them up at the top left hand corner. Do not tie up at the top right hand corner.

(xi) You should personally handover your answer script to the Supervisor or to an Invigilator. Or else remain in your seat till it is collected. Failure to do so may result in the loss of your script and your being treated as an absentee for the paper. On no account should your script be handed over to a peon or an attendant.

(xii) If it becomes necessary for you to speak to the Supervisor or an Invigilator, or if you need stationery, remain in your seat and raise your hand.

Commissioner General of Examinations,  
Department of Examinations,  
Pelawatta, Battaramulla.

## Posts - Vacant

### REGISTRAR GENERAL'S DEPARTMENT

#### Post of Registrar of Additional Muslim Marriages (Tamil)

#### TRINCOMALEE DISTRICT

APPLICATIONS are called for the Post of Registrar of Additional Muslim Marriages in the Divisions set out in the Schedule hereof;

01. Applicant should be a permanent resident of relevant Muslim Marriages Division and entitled to reasonable properties and should be a person with outstanding personality who has acquired sufficient interest and influence amongst the residents of the area.
02. Only Muslim Males can apply for this post.
03. Applicant should be not less than 30 years and not more than 55 years of age as at the closing date of the applications. (Maximum age of retirement is 70 years)
04. Applicants for the Post of Registrar of Muslim Marriages should be married and should not be a widower or divorced.
05. Applicant should have passed minimum of 06 subjects including Sinhala/Tamil (Relevant Language for the post) with 02 Credit passes in not more than Two (02) sittings in GCE (O/L) examination together with the ability to perform duties in secondary language as per the language requirement of the populate within the Division or else should have passed in any other similar examination.  
  
*N.B.-* In case a subject contains 02 parts at GCE (O/L) or any other similar Examination, it shall be considered as one subject and pass is applicable only if the applicant passes both parts of the said subject.  
(Possession of Moulavi Certificate or Diploma in Arabic Language shall be considered as fulfillment of aforesaid basic qualification.)
06. Applicant should have the ability to establish the office in a centrally located building that ensures respect of the post and easy access by all or majority of residents.
07. Additional details such as Village name list/Grama Niladhari Divisions of the relevant Division of Muslim Marriage, relevant educational and other qualifications required for this post, could be obtained from notices exhibited in public places within the Division such as District Secretariat, Divisional Secretariat or relevant land and District Registries, Grama Niladhari Offices, Samurdhi Development Society Offices and Post Offices depicted in the Schedule hereunder.
08. Relevant application and the said "Annex-01" inclusive of Village Name list/Grama Niladhari Divisions could be collected from District Secretariat (GA Office), relevant land and District Registry or Divisional Secretariat. Applications could also be downloaded from the official website ([www.rgd.gov.lk](http://www.rgd.gov.lk)) of the Registrar General's Department.
09. Duly filled applications should be forwarded on or before **13th June, 2023** by registered post to the address given in the Schedule.

W. R. A. N. S. WIJAYASINGHE,  
Registrar General.

Registrar General's Department,  
No. 234/A3, Denzil Kobbekaduwa Mawatha,  
Battaramulla.  
18th April, 2023.

SCHEDULE

<i>District</i>	<i>Divisional Secretariat Division</i>	<i>Post and Division for which Applications are called</i>	<i>Address to which Applications should be sent</i>
Trincomalee	Muthur	Post of Additional Muslim Marriages Registrar in Muthur Division (Tamil Medium)	District Secretary/Additional Registrar General, District Secretariat, Trincomalee.
Trincomalee	Muthur	Post of Additional Muslim Marriages Registrar in Thoppur Division (Tamil Medium)	District Secretary/Additional Registrar General, District Secretariat, Trincomalee.

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**REGISTRAR GENERAL'S DEPARTMENT**

**Post of Registrar of Marriage, Birth and Death**

**NOTICE OF CANCELLATION**

**MATARA DISTRICT**

THE calling for applications for the Following division which appeared in the notice of calling applications for the Post of Registrar of Birth & Deaths & Marriages (General) Registrar/Additional Registrar of Marriages (General) in Matara District which was Published by me in the Part I (IIA) of the *Gazette* of the Democratic Socialist Republic of Sri Lanka bearing No. 2308 dated **25.11.2022** is cancelled hereby.

District	Divisional Secretariat Division	Post & Division for which Application are called
Matara	Akuressa	Post of Additional Marriage Registrar of Weligam Korale Akuressa Division (General)

W. R. A. N. S. WIJAYATHILAKE,  
Registrar General.

Registrar General's Department,  
No. 234/A3, Denzil Kobbekaduwa Mawatha,  
Battaramulla.  
27th April, 2023.

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## Examinations, Results of Examinations &c.,

### MINISTRY OF JUSTICE, PRISON AFFAIRS AND CONSTITUTIONAL REFORMS

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

APPLICATIONS are invited from the suitable citizens of Sri Lanka to be recruited on open basis to fill the vacancies in the 08 posts of Sinhala Medium Stenographers, 02 posts of Tamil Medium Stenographers and 01 post of English Medium Stenographer in the Labour Tribunals coming within the purview of the Ministry of Justice, Prison Affairs and Constitutional Reforms. In the event of the absence of qualified applicants to be recruited on limited basis, all recruitments will be carried out on open basis. 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 as mentioned below. The words “Recruitment to the Post of Labour Tribunal Stenographer in the Multifunctional Segment I of the Management Assistant Non-Technical Service Category of the Office of the Secretary Labour Tribunals (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.
- IV. The officers who entered the Public Service in a medium of language other than in a medium of any of the official languages will required 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.
- V. 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 scale 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 including Mathematics with at least four (04) credits passes including Sinhala/Tamil/English.
  - and*
  - (b) Should have passed all the subjects at the G.C.E. (A/L) Examination at one sitting. (except for General Common Test and English) (It is sufficient to pass 03 subjects in one sitting in case of old syllabus).

**II. Vocational Qualifications :**

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

*or*

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

*or*

Should have receive 06 month practical training attached to the Ministry of Justice, Prison Affairs and Constitutional Reforms or a Court upon having followed a further 06 month course on Type Writing and Shorthand at the Non Judicial Officers' Training Institute upon having initially studied the Secretarial Practice Course at a College of Technology.

**III. Experience :** Special preference is given.

**05. Age Limit –**

Applicants should be not less than 18 years of age and not more than 45 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. 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 who apply for any vacancies in any medium of language, should also appear for the Practical Test in the same medium of language.

**08.1. Practical Test –**

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

Description of the method under which marks are awarded at the Practical Test

	<i>Subjects</i>	<i>Time</i>	<i>Maximum marks</i>	<i>Pass Mark</i>
01	Shorthand (English)	01 hour	100	40%
02	Computer Type Writing (English)	20 minutes	100	40%
03	Shorthand (Sinhala/Tamil)	45 minutes	100	40%
04	Computer Typewriting (Sinhala/Tamil)	20 minutes	100	40%

*Syllabus of the Practical Test*

	<i>Subjects</i>	<i>Syllabus</i>
01	Shorthand (English)	This test is designed to measure the ability to take down in shorthand at a speed of 120 words per minute a passage continuously reading for a period of 05 minutes and write down the said passage in normal hand writing at a given time period.
02	Computer Type Writing (English)	This test is designed to measure the ability to type accurately within 20 minutes at a speed of 30 words per minute a text containing approximately 600 words
03	Shorthand (Sinhala/Tamil)	This test is designed to measure the ability to take down in shorthand at a speed of 90 words per minute a passage continuously reading for a period of 05 minutes and write down the said passage in normal hand writing at a speed of 12 words per minute.
04	Computer Typewriting (Sinhala/Tamil)	This test is designed to measure the ability to type accurately within 20 minutes at a speed of 20 words per minute a text containing approximately 400 words.

08.2. **Structured Eligibility Assessment Interview –**

Marks will be awarded by an Structured Eligibility Assessment Interview Board to be appointed by the Secretary to the Ministry of Justice, Prison Affairs and Constitutional Reforms.

Description of the method under which marks are awarded at the Structured Eligibility Assessment Interview.

<i>Main areas for which marks are to be awarded</i>	<i>Maximum Marks</i>	<i>Pass mark</i>
Additional Educational Qualifications	10	Not applicable.
Additional Vocational Qualifications	20	
Language Proficiency (Proficiency in Sinhala/Tamil/English)	10	
Computer Literacy	15	
Experience	40	
Skills exhibited at the interview	05	
Total	100	

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 and no marks will be awarded at this Common Interview.

**Note.** – Applicants qualified at the Practical Test will be summoned to the Structured Eligibility Assessment Interview at a rate of twice the number of vacancies available. Recruitment will be made on the basis of the order of merit to be secured both at the Practical Test and as well as the Structured Eligibility Assessment Interview subject however to the number of vacancies available.

09. Applications should be prepared on a A4 paper of 22x29 cm in size where items from 1 – 5 to appear on the first page, 6 – 16 on the second page and items 17 and 18 to appear on the third page and other 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 be considered.

**10. Examination Fee**

Every applicant should deposit a sum of Rs. 2,000/- 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/applysteno.php> as per the guidelines given in <https://www.moj.gov.lk/images/Careers/LT/stenoguidline.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 therefrom 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. The signature of the applicant placed on the application should also 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 religions worship who holds a considerable position.
13. 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 Post of Labour Tribunal Stenographer in the Multifunctional Segment I of the Management Assistant Non-Technical Service Category of the Labour Tribunal Secretariat shall be applicable to this post.

**WASANTHA PERERA,**  
Secretary,  
Ministry of Justice, Prison Affairs  
and Constitutional Reforms.

Ministry of Justice,  
Prison Affairs and Constitutional Reforms.  
02.05.2023

No. ....  
(For office use only)

01. Medium of Language in which you apply for the post.

Sinhala	
Tamil	
English	

(Mark √ in the relevant box.)

02. Medium of Language in which you sit at the examination.

Sinhala	
Tamil	
English	

(Mark √ in the relevant box.)

Important – It is mandatory to fill the 01st table and 02nd table above. Medium of language mentioned in the 1st table should be written in 2nd table to be the medium of language in which you sit at the examination.

Specimen Application Form

**MINISTRY OF JUSTICE, PRISON AFFAIRS AND CONSTITUTIONAL REFORMS**

**Application for the Recruitment to the Post of Labour Tribunal Stenographer in the Multifunctional Segment 1 of the Management Assistant Non - Technical Service Category of the Office of the Secretary Labour Tribunals (Open) - 2023**

01. (a) Name with initials (in Sinhala/Tamil) : .....  
Name with initials (in English Block Capitals) : .....
- (b) Full Name (in Sinhala/Tamil) : .....  
Full Name (in English Block Capitals) : .....
02. Permanent Address (in Sinhala/Tamil) : .....
03. Permanent Address (in English Block Capitals) : .....
04. Address to which letters should be sent (in English Block Capitals)  
(Complete only if permanent address may change) : .....
05. E mail address : .....
06. Telephone No. Mobile - ..... Landline - .....  
(Please make sure to indicate a mobile telephone number which you may be conveniently contacted.)

07. National Identity Card No. : .....

08. Gender : .....

09. Date of Birth : Year : ..... Month : ..... Date : .....

10. Age as at the closing date of the applications : Years : ..... Months : ..... Days : .....

11. Race : .....

12. Marital Status : .....

13. Results at the G.C.E. (A/L) Examination :

Serial No.	Subject	First attempt	Second attempt	Third attempt
		Year : .....	Year : .....	Year : .....
		Index No. : .....	Index No. : .....	Index No. : .....
		Grade	Grade	Grade
01				
02				
03				
04				

14. Results at the G.C.E (O/L) :

Year : .....

Index No. : .....

<i>Subject</i>	<i>Grade</i>

15. Qualifications as per Paragraph 04 of the notice of calling for applicaitons :

- I. Educational Qualifications : .....
- II. Vocational Qualificaitons : .....
- III. Experience : .....

16. Language Proficiency : (Mark ✓ in the relevant box)

	<i>Very Good</i>	<i>Good</i>	<i>Ordinary</i>	<i>Weak</i>
Sinhala				
Tamil				
English				

17. Affix the receipt in the space provided below in proof of the payment of examination fee -

18. As per the instruction given in Paragraph 11 of the notice of calling for applications, affix the printout containing the requested information in the space provided below. (Applications not completed this item may be considered as incomplete applications.)

#### **Applicant's Declaration**

I, .....  
declare that the information furnished by me in this application are true and correct. I certify that I have not been subject to dismissal from the service or retirement for general inefficiency as a merciful alternative to dismissal and I have not vacated the post. I am also aware that, if any particulars contained herein are found to be false or incorrect, I am liable to disqualification, if detected before selection and to dismissal without compensation, if detected after appointment.

.....  
Signature of the Applicant.

Date : .....

**Attestation of Applicant's Signature**

I hereby certify that Mr./Mrs./Miss ..... who submits this application is known to me personally and that he/she placed his/her signature in my presence on ..... and further the applicant has paid the prescribed examination fee and pasted the receipt on the applications. (\*Strike out words inapplicable.)

.....  
Signature of the Officer attesting the signature.  
(To be confirmed by official stamp)

Date : .....

Name in full of the Officer, attesting the signature : .....

Designation : .....

Address : .....

**Certificate of the Head of the Department**

**In case of the applicant is Public Servant attached to the Central Government or  
the Provincial Public Servant**

I forward the application of Mr./Mrs./Miss. .... I further inform that he/she works on Permanent / temporary / trainee / casual basis attached to that Ministry / Department and that he/she can be released/cannot be released if he/she will be selected to this post/ (\*Strike out words inapplicable.)

.....  
Head of the department or Authorized Officer.  
(To be confirmed by official stamp)

Date : .....

Designation : .....

Ministry/Department : .....

**MINISTRY OF JUSTICE, PRISON AFFAIRS AND CONSTITUTIONAL REFORMS**

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

APPLICATIONS are invited from the suitable citizens of Sri Lanka to be recruited on limited basis to fill the vacancies in the 03 posts of Sinhala Medium Stenographers, and 01 post of Tamil Medium Stenographer 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 as mentioned below. The words “**Recruitment to the Post of Labour Tribunal Stenographer in the Multifunctional Segment I of the Management Assistant Non-Technical Service Category of the Office of the Secretary Labour Tribunals (Limited 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 one (01) years during which the officer is required to pass the First Efficiency Bar Examination.
- III. 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 the probationary period a requisite standard of proficiency in one official language. The relevant standard of proficiency in the other official language should also have to be obtained as per the Public Administration Circular No. 18/2022 and such other Circulars incidental thereto.
- 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 not more than two sitting including Language and Mathematics with at least two (02) credits passes.

II. Vocational Qualifications :

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

*or*

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

III. Experience :

Applicant should have a dynamic and satisfactory service period of 05 years in the following post of skilled, semi-skilled and non-skilled of primary service category attached to a court coming within the purview of the Ministry

of Justice, Prison Affairs Constitutional reforms and it should be confirmed by the Head of the Department.

- I. Process Server and Write Executor
- II. Crier and Usher
- III. Fiscal Matron
- IV. Fiscal Peon
- V. Court Security
- VI. The KKS under the Combined Service and the Labour Tribunal Clerks attached to a court or a Labour Tribunal having completed a active and satisfactory service period of 05 years as at the closing date of calling for applications.

**05. Age Limit –**

Not applicable.

**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. bear an excellent moral character.
- II. hold permanent appointments and be confirmed in the appointment.
- 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.
- IV. not be subjected to any disciplinary punishment as per the Public Service Commission Circular No. 01/2020

**08. Method of Recruitment :**

Applicants who apply for any vacancies in any medium of language, should also appear for the Practical Test in the same medium of language.

08.1. Practical Test –

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

Description of the method under which marks are awarded at the Practical Test

	<i>Subjects</i>	<i>Time</i>	<i>Maximum marks</i>	<i>Pass Mark</i>
01	Shorthand (Sinhala/Tamil)	45 minutes	100	40%
02	Computer Type Writing (Sinhala/Tamil)	20 minutes	100	40%

Syllabus of the Practical Test

	<i>Subjects</i>	<i>Syllabus</i>
01	Shorthand (Sinhala/Tamil)	This test is designed to measure the ability to take down in shorthand at a speed of 90 words per minute a passage continuously reading for a period of 05 minutes and write down the said passage in normal hand writing at a speed of 12 words per minute.

	<i>Subjects</i>	<i>Syllabus</i>
02	Computer Type Writing (Sinhala/Tamil)	This test is designed to measure the ability to type accurately within 20 minutes at a speed of 20 words per minute a text containing approximately 400 words.

#### 08.2. 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 and no marks will be awarded at this Common Interview.

*Note* : Applicants qualified at the Practical Test will be recruited on the basis of the order of merit to be secured upon verification of the qualification at this Common Interview.

09. Applications should be prepared on a A4 paper of 22x29 cm in size using both sides where items from 1 – 5 to appear on the first page, 6 – 16 on the second page and items 17 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 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 –**

- I. Applications of the applicants in respect of which the originals of the documents are failed to be submitted when requested to do so will not be considered.
- II. All Applicants should forward their applications through the respective Heads of the Departments.

#### 10. Examination Fee

Every applicant should deposit a sum of Rs. 2,000/- 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. The signature of the applicant placed on the application should also be attested. An applicant who submits the application through an institution should get his/her signature attested by the Head of the 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 religions worship who holds a considerable position.
12. 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 Post of Labour Tribunal Stenographer in the Multifunctional Segment I of the Management Assistant Non-Technical Service Category of the Labour Tribunal Secretariat 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)

01. Medium of Language in which you apply for the post.

Sinhala	
Tamil	
English	

(Mark ✓ in the relevant box.)

02. Medium of Language in which you sit at the examination.

Sinhala	
Tamil	
English	

(Mark ✓ in the relevant box.)

Important – It is mandatory to fill the 01<sup>st</sup> table and 02<sup>nd</sup> table above. Medium of language mentioned in the 1<sup>st</sup> table should be written in 2<sup>nd</sup> table to be the medium of language in which you sit at the examination.

Specimen Form of Application

**MINISTRY OF JUSTICE, PRISON AFFAIRS AND CONSTITUTIONAL REFORMS**

**Application for the Recruitment to the Post of Labour Tribunal Stenographer in the Multifunctional Segment 1 of the Management Assistant Non - Technical Service Category of the Office of the Secretary Labour Tribunals (Limited) - 2023**

01. (a) Name with initials (in Sinhala/Tamil) : .....  
Name with initials (in English Block Capitals) : .....
- (b) Full Name (in Sinhala/Tamil) : .....  
Full Name (in English Block Capitals) : .....
02. Permanent Address (in Sinhala/Tamil) : .....
03. Permanent Address (in English Block Capitals) : .....
04. Address to which letters should be sent (in English Block Capital)  
(Complete only if permanent address may change) : .....
05. E mail address : .....
06. Telephone No.- Mobile - ..... Landline - .....  
(Please make sure to indicate a mobile telephone number which you may be conveniently contacted.)

07. National Identity Card No. : .....
08. Gender : .....
09. Date of Birth : Year : ..... Month : ..... Date : .....
10. Age as at the closing date of applications : Years : ..... Months : ..... Days : .....
11. Race : .....
12. Marital Status : .....
13. (a) Designation presently hold - .....  
(b) Date of appointment - .....  
(c) Date on which the confirmation in the appointment was made - .....
14. Results at the G.C.E. (A/L) Examination :

Serial No.	Subject	First attempt	Second attempt	Third attempt
		Year : .....	Year : .....	Year : .....
		Index No. : .....	Index No. : .....	Index No. : .....
		Grade	Grade	Grade
01				
02				
03				
04				
05				
06				
07				
08				
09				
10				

15. Qualifications as per Paragraph 04 of the notice of calling for applicaitons :

- I. Educational Qualifications : .....
- II. Vocational Qualificaitons : .....
- III. Experience : .....

16. Language Proficiency : (Mark  $\checkmark$  in the relevant box)

	<i>Very Good</i>	<i>Good</i>	<i>Ordinary</i>	<i>Weak</i>
Sinhala				
Tamil				
English				

17. Affix the receipt in the space provided below in proof of the payment of examination fee -

**Applicant's Declaration**

I, .....  
declare that the information furnished by me in this application are true and correct. I certify that I have not been subject to dismissal from the service or retirement for general inefficiency as a merciful alternative to dismissal and I have not vacated the post. I am also aware that, if any particulars contained herein are found to be false or incorrect, I am liable to disqualification, if detected before selection and to dismissal without compensation, if detected after appointment.

.....  
Signature of the Applicant.

Date : .....

**Certificate of the Head of the Department**

I do hereby certify that Mr./Mrs./Miss. ...., the applicant above named is serving as ..... attached to ..... Court/Labour Tribunal with effect from ..... / ..... / ..... on permanent/temporary/casual basis and his/her signature was place on ..... In my presence and that prescribed examination fee has been paid and the receipt in proof of the payment is attached in the space provided and that the particulars furnished by him/her is true and accurate and that he/she is eligible to apply to the above post in terms of the requirements set out in notice of calling for applications and that he/she can be/cannot be released from the service in terms of the notice of calling for applications, if he/she will be selected for this post.

.....  
Signature of the Head of the Department  
and official seal.

Date : .....

Name : .....

Designation : .....

Ministry/Department : .....

## 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 or 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.)

Specimen Application Form

**MINISTRY OF JUSTICE, PRISON AFFAIRS AND CONSTITUTIONAL REFORMS**

**Application for the 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**

01. (a) Name with initials (in Sinhala/Tamil) : .....  
Name with initials (in English Block Capitals) : .....
- (b) Full Name (in Sinhala/Tamil) : .....  
Full Name (in English Block Capitals) : .....
02. Permanent Address (in Sinhala/Tamil) : .....
03. Permanent Address (in English Block Capitals) : .....
04. Address to which letters should be sent (in English Block Capitals)  
(Complete only if permanent address may change) : .....
05. E mail address : .....
06. Telephone No.- (Mobile) - ..... (Land line) - .....  
(Please make sure to indicate a mobile telephone number which you may be conveniently contacted.)
07. National Identity Card No. : 

--	--	--	--	--	--	--	--	--	--
08. Gender : .....
09. Date of Birth : Year : ..... Month : ..... Date : .....
10. Age as at the closing date of applications : Years : ..... Months : ..... Days : .....
11. Nationality : .....
12. Marital Status : .....

13. Results at the G.C.E. (A/L) Examination :

Serial No.	Subject	First attempt	Second attempt	Third attempt
		Year : .....	Year : .....	Year : .....
		Index No. : .....	Index No. : .....	Index No. : .....
		Grade	Grade	Grade
01				
02				
03				
04				

14. Results at the G.C.E. (O/L) Examination :

Year : .....

Index No.: .....

Subject	Grade

15. Qualifications as per Paragraph 04 of the notice of calling for applications :

I. Educational Qualifications : .....  
 .....  
 .....  
 .....

16. Language Proficiency : (Mark "√" in the relevant box)

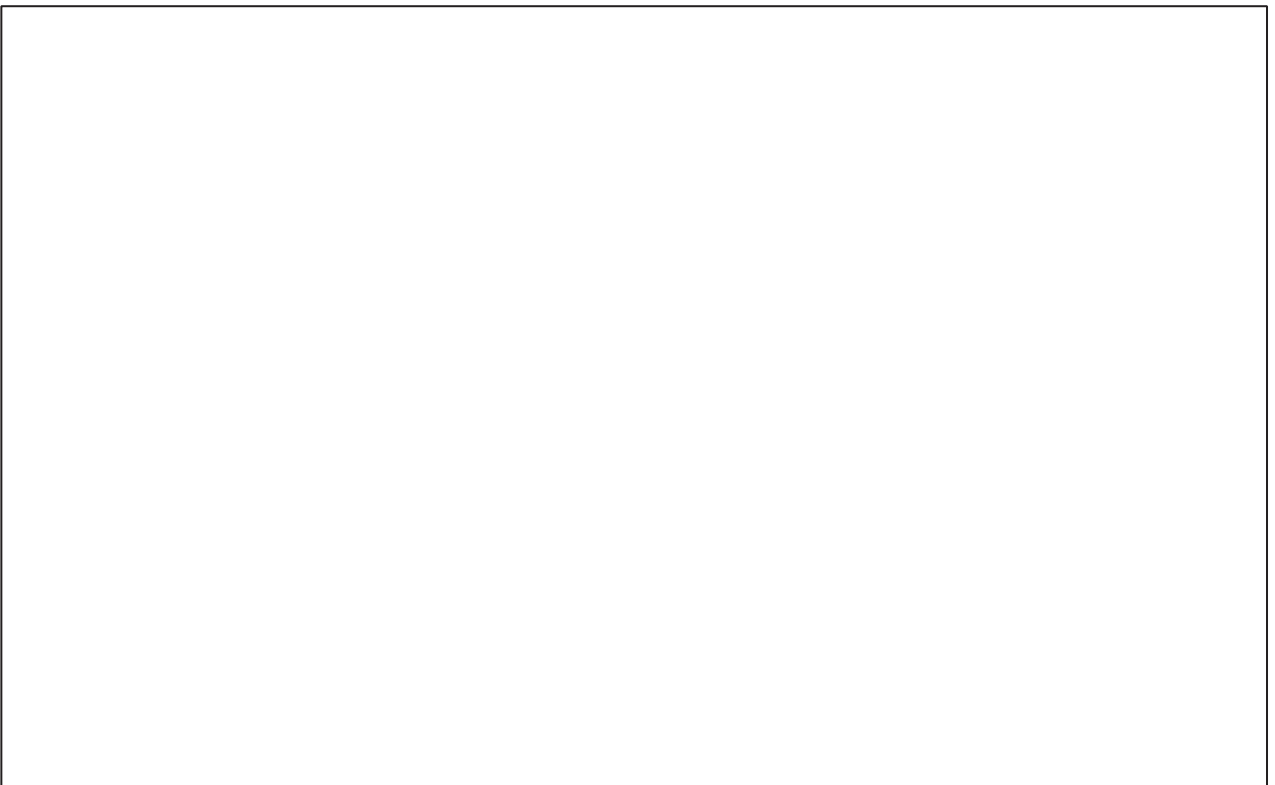
	<i>Very Good</i>	<i>Good</i>	<i>Ordinary</i>	<i>Weak</i>
Sinhala				
Tamil				
English				



17. Affix the receipt in the space provided below in proof of the payment of examination fee.



18. As per the instruction given in Paragraph 11 of the notice of calling for applications, affix the printout containing the requested information in the space provided below. (Applications not completed this item may be considered as incomplete applications.)



**Applicant's Declaration**

I, .....  
declare that the information furnished by me in this application are true and correct. I certify that I have not been subject to dismissal from the service or retirement for general inefficiency as a merciful alternative to dismissal and I have not vacated the post. I am also aware that, if any particulars contained herein are found to be false or incorrect, I am liable to disqualification, if detected before selection and to dismissal without compensation, if detected after appointment.

.....,  
Signature of the Applicant.

Date : .....

**Attestation of Applicant's Signature**

I hereby certify that Mr./Mrs./Miss ..... who submits this application is known to me personally and that he/she placed his/her signature in my presence on ..... and further the applicant has paid the prescribed examination fee and pasted the receipt on the applications. (\*Strike out words inapplicable.)

.....,  
Signature of the Officer attesting the signature.  
(To be confirmed by official stamp)

Date : .....

Name in full of the Officer, attesting the signature : .....  
Designation : .....  
Address : .....

**Certificate of the Head of the Department In case of the applicant is a Public Servant attached to the Central Government or the Provincial Public Service**

I forward the application of Mr./Mrs./Miss ..... I further inform that he/she works on Permanent/temporary/trainee/casual basis attached to this Ministry/Department and that he/she can be released/cannot be released if he/she will be selected to this post/ (\*Strike out words inapplicable.)

.....,  
Head of the department of Authorized Officer.  
(To be confirmed by official stamp)

Date : .....

Name : .....  
Designation : .....  
Ministry/Department : .....

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