

MINISTRY OF LABOUR

The Open Competitive Examination for Recruitment to the Post of Stenographers (Grade III) of the Department of Labour – 2021

APPLICATIONS are invited from qualified Sri Lankan citizens in order to fill five (05) Sinhala medium vacancies and four (04) English medium vacancies existing as at 31.03.2021 in the post of Stenographers (Grade III) in the Department of Labour which comes under the purview of the Ministry of Labour.

01. *Appointment.* – Appointment to the vacancies will be made in accordance with the merit order of the results of the written and professional tests conducted by the National Institute of Labour Studies which comes under the purview of the Ministry of Labour.

02. *Qualifications:*

2.1 *Educational Qualifications :*

- (i) Should have passed six (06) subjects at the GCE (O/L) examination with Credit passes for Sinhala/ Tamil/ English, Mathematics and two (02) other subjects at one sitting ;

and

- (ii) Should have passed at least one (01) subject at the GCE (A/L) examination (except General Common Test and General English under the new syllabus)

2.2 *Professional Qualifications :*

2.2.1 The applicants applying for the Sinhala Stenographer Post should have followed a course on stenography in Sinhala medium with a duration of not less than six (06) months in an institution recognized by the Tertiary and Vocational Education Commission or should have obtained a Credit pass for type writing and shorthand (Sinhala medium) at the GCE (O/L) examination.

2.2.2 The applicants applying for the English Stenographer Post should have followed a course on stenography in English medium with a duration of not less

than six (06) months in an institution recognized by the Tertiary and Vocational Education Commission or should have obtained a Credit pass for type writing and shorthand (English medium) at the GCE (O/L) examination.

Note: Institutions approved by the Tertiary and Vocational Education Commission for shorthand and computer typesetting are as follows.

- Colleges of Technology and Technical Colleges belonging to the Department of Technical Education and Training.
- The Training Centres belonging to the National Apprentice and Industrial Training Authority (NAITA)
- The Training Centres belonging to the National Youth Service Council.
- The Training Centres belonging to the Vocational Training Authority of Sri Lanka.

2.3 *Experience:*

Having obtained a six (06) months practical training at a government approved institution after following the above course.

2.4 *Other Qualifications :*

- (i) The applicant should be a Sri Lankan citizen.
- (ii) The applicant should possess an excellent character.
- (iii) All the necessary qualifications required for the post should have been fulfilled in every respect, as at the date mentioned in the notification calling applications.

03. *Age Limit.* – Age should be not less than 18 and not more than 30 years as at the closing date of applications.

04. *Terms of Employment and Service Conditions :*

- 4.1 This post is permanent. The officers shall abide by the policy decisions taken by the government

in future with regard to the pension scheme relevant for the post.

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

4.3 First Efficiency bar should be passed before the lapse of 03 years from being recruited to Grade III.

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

4.5 Selected candidates will be appointed to the post of Stenographer – Grade III subject to the general conditions governing the appointments to the public service, procedural rules of the Public Services Commission, Financial Regulations, Provisions of the Establishment Code and any amendments made to them, other orders of the Department, terms and conditions set out in the Scheme of Recruitment approved by the Public Services Commission on 11.04.2013 and any other amendments made or to be made hereafter to the Scheme of Recruitment.

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

05. The Salary scale relevant for the post is Rs. 27,140 - 10x300 - 11x350 - 10x495 - 10x660 – Rs. 45,540 as per MN-1-2016 in accordance with Public Administration Circular No. 03/2016.

06. *Recruitment Procedure.*– This open competitive examination consists of a written test and a professional test. The written test will be held first. The candidates who obtain more than 40% marks for the written test will be called for the professional test. The candidates should secure at least 40% for each subject to be qualified for 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. (It is compulsory to have completed all the qualifications prescribed in this notification.)

The examination will be held in Sinhala, Tamil and English mediums. The candidates may sit for the written

examination in any medium they wish. Change of medium will not be allowed later. Appointment to the Sinhala medium posts will be made in accordance with the merit order of the results of the Sinhala medium candidates and appointment to the English medium posts will be in accordance with the merit order of the results of the English medium candidates.

6.1

<i>Question Paper</i>	<i>Marks</i>	<i>Pass Marks</i>	<i>Duration</i>
General Knowledge and Composition (Sinhala / English)	100	40	02 Hours

(a) Syllabus for the written test:

General Knowledge and Composition

Testing of the candidates' general knowledge on current affairs in national and international fields, writing a composition on a topic selected from the given topics of timely importance (presentation of distinctive ideas, language proficiency, correct grammar and spelling will be considered)

6.2 Professional Test :

<i>Subject</i>	<i>Marks</i>	<i>Pass Marks</i>
Shorthand and Computer typesetting (Sinhala / English)	100	40

(a) Syllabus for the professional test :

(i) Sinhala shorthand and type setting (for the Sinhala medium applicants)

Taking down in shorthand a passage dictated at 70 words per minute for 5 minutes and computer typesetting the same note at a speed of 7 words per minute ;

or

(ii) English shorthand and type setting (for the English medium applicants)

Taking down in shorthand a passage dictated at 80 words per minute for 5 minutes and computer typesetting the same note at a speed of 7 words per minute.

07. *Examination Fee.*– The Applicant should forward the General 118 mentioning the name of the examination and receiving head as 2003.02.99 with a copy of the notice to the Shroff of the Head Office or to the cashier of any other office of the Department of Labour convenient to the applicant with a sum of Rs.500/- on or before the closing date of applications and the receipt (General 172) so received should be affixed firmly in the space provided in the application. (It may be useful to keep a photocopy of the receipt.)

Note: The examination fee, once paid will not be refunded for any reason whatsoever unless the examination is cancelled. Further, the fees paid for this examination cannot be transferred for any other examination.

08. *Method of application :*

8.1. According to the specimen application appended at the end of this notification and using both sides of A4 size paper;

(a) The application should be prepared in such a manner, so that item No. 1-2.4 appear on the first page, No. 3-5 on the second page, No. 6-9 (d) on the third page and the remaining numbers appear on the last page. The relevant information should be clearly filled by the applicant in his/ her own hand writing.

(b) When preparing the application, the name of the examination on the top of the application should be given in English in addition to Sinhala/Tamil in the Sinhala/Tamil medium applications. Applications which are not in conformity with the specimen form, for which the examination fees have not been paid as at the due date and those which are incomplete applications as they have not been filled properly, will be rejected without further notice. The loss caused by not completing the application properly should be borne by the applicant. Further it will be useful to keep a photocopy of the application. It is the responsibility of the candidate to make sure that the application prepared complies with the specimen form given in the examination notification and if not the application may be rejected.

8.2. This examination will be held on 15th August 2021 in Colombo only.

8.3 The applicants who have prepared the application in accordance with the notification stating that they possess the qualifications required for the post and have forwarded the applications on or before the due date after having paid the prescribed examination fee will be allowed to sit for the competitive examination by the Director General of the National Institute of Labour Studies on the pre-assumption that the applicants have fulfilled the qualifications prescribed. Issue of an admission card will not be considered as acceptance of the fulfillment of the qualifications of the applicant for the post. The candidacy of the applicant will be cancelled if it is discovered at the interview while scrutinizing the qualifications of the applicant as prescribed in the *Gazette* notification that, the applicant has furnished false information or has not completed the required qualifications.

8.4 *Method of forwarding applications.*– Duly filled applications should be sent to reach the Director General of the National Institute of Labour Studies, Second Floor, Labour Secretariat, Narahenpita, Colombo – 05 on or before 30th June 2021 under registered post. “Open Competitive Examination for recruitment to the post of Stenographers of the Department of Labour” should be written on the top left corner of the envelope in which the application is enclosed. We shall not be held responsible for the applications misplaced or delayed in the Post.

8.5 In the application, the signature of the applicant should be attested by a Principal of government school, Justice of the Peace, a Commissioner of Oaths, an Attorney-at-Law, Notary-Public, an authorized officer of the Armed Forces, a permanent staff officer of a government or local government establishment drawing a monthly salary of Rs.28,650/- or more or the Chief Incumbent of a Buddhist Vihara or Nayaka Thero, or any dignitary clergyman of any religion.

Penalty for false information.– Accurate information should be furnished with utmost consideration in filling the application. In accordance with the rules of this examination if an applicant is discovered to be unsuitable before the examination, during the examination or after the

examination, his/her candidacy shall be cancelled. If it is revealed that the applicant had furnished false information or suppressed accurate information, after being appointed he/she will be dismissed from public service.

09. *Sitting for the examination.* – Admissions will be issued by the Director General of the National Institute of Labour Studies one week prior to the date of the examination which is 15.08.2021. Sitting for the examination without such an admission card will not be allowed. The candidates sitting for the examination should produce the attested admission card to the Chief Examiner.

If the admission is not received one week prior to 15th August 2021, the date of the examination, it should be informed to the Director General of the National Institute of Labour Studies through telephone numbers 0112786541 / 0112786542. It will be more useful to inform the same to the National Institute of Labour Studies with certified copies of the application, cash receipt and the registered post receipt.

10. One of the following documents should be produced to the Chief Examiner in order to prove the identify of the candidate

- (a) National Identify Card issued by the Department of Registration of Persons
- (b) A valid passport
- (c) A valid driving license

11. The candidates shall abide by the rules imposed by the Director General of the National Institute of Labour Studies in respect of the conduct of the examination. If such rules are violated he / she shall be liable to any punishment imposed by the Director General of the National Institute of Labour Studies.

12. The final decision in respect of the conduct of this examination, appointments and all other matters shall be taken by the Commissioner General of Labour.

Note – In the event of ambiguity between the Sinhala, Tamil and English versions of this *Gazette* Notification the Sinhala version will prevail.

Commissioner General of Labour.

Department of Labour,
Narahenpita,
Colombo 05,
2021.

SPECIMEN APPLICATION FORM

(For official use only)

THE OPEN COMPETITIVE EXAMINATION FOR RECRUITMENT TO THE POST OF STENOGRAPHER (GRADE III)
OF THE DEPARTMENT OF LABOUR-2021

Medium for appearing for the examination

Sinhala - 1

Tamil - 2

English - 3

(Please write the relevant number in the box)

Post applied for:

Stenographer - (Sinhala)

Stenographer - (English)

01. 1.1. Applicant's name with initials :
(In English capital letters) (ex: Silva A.B.D.P.A)

1.2. Name in Full :
(In English capital letters)

1.3. Name in Full :
(In Sinhala/Tamil)

1.4. NIC No. :

1.5. Gender : Female 1
(write the relevant number in the box) Male 0

02. 2.1. Permanent Address :
(In English capital letters)

2.2. Permanent Address :
(In Sinhala/Tamil)

2.3. Address to which the admission card should be posted :
(i) In Sinhala/Tamil :
(ii) In English capital letters :

2.4. Telephone Number:

03. 3.1. Civil Status (Married-1 Unmarried-2)
(write the relevant number in the box)

3.2. Date of Birth : Year Month : Date :

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

04. Educational Qualifications :

4.1. GCE(O/L) Examination

(i) Year and month of the examination:
Year : Month :

(ii) Index Number :

(iii) Results :

Subject	Grade	Subject	Grade
1.		6.	
2.		7.	
3.		8.	
4.		9.	
5.		10.	

4.2. GCE(A/L) Examination:

(i) Year and month of the examination:
Year : Month :

(ii) Index Number :

(iii) Results :

Subject	Grade

05. Professional Qualifications:

<i>Name of Course</i>	<i>Duration</i>	<i>Institute</i>

examination, if my ineligibility is discovered in accordance with these conditions.

(c) I know that if the declaration made by me is proven to be false, I shall be unsuitable for the post and be subject to dismissal from service even after being appointed.

06. Experience:

<i>Name of the institution trained or worked</i>	<i>Duration</i>

(d) I shall not change any information given herein later.

Date:.....
 Signature of Applicant.

10. Attestation of the signature of the applicant:

07. Have you ever been convicted by a court of law for any offence?
 (put √ in the relevant box)

I hereby certify that Mr/Mrs/Miss..... forwarding this application is personally known by me and that he/she placed his /her signature before me on

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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.....
 Signature and Official Seal of the Attesting Officer.

If you have been convicted, furnish the information on the offence, Court and the punishment.

08. Details of the receipt of examination fee :

- (i) Name of the Labour Office to which the examination fee was paid :.....
- (ii) Receipt number and the date:
 Number:..... Date :.....

Date.....
 Name of the Attester :.....
 Designation.....
 Address.....

Affix the receipt here firmly

09. Certification of the applicant:

(a) I solemnly declare that the particulars furnished by me in this application are true and correct to the best of my knowledge and agree to bear any loss caused by not completing any information and /or by completing any information herein erroneously. Furthermore, I declare that all the information herein have been completed accurately.

(b) I shall abide by the rules and regulations of the Director General of the National Institute of Labour Studies in respect of the conduct of examination and agree to accept the decision taken to cancel my candidacy before or after the