



## MINISTRY OF LABOUR

### LIMITED COMPETITIVE EXAMINATION FOR RECRUITMENT TO THE POST OF LABOUR OFFICER - II OF THE DEPARTMENT OF LABOUR - 2021

APPLICATIONS are invited from Sri Lankan citizens who have fulfilled the qualifications stated in Paragraph 02 as at the closing date of applications i.e.31.12.2021 to be recruited on Limited basis, as per the provisions in the Scheme of Recruitment approved by the Public Service Commission to fill 60 vacancies existing in the post of Labour Officer - II of the Department of Labour which comes under the Ministry of Labour. The examination will be held in March 2022 in examination centers in Colombo only.

#### 01. Method of Recruitment:

Recruitment will be made according to the merit order of the results of the written examination and scrutinizing of qualifications at an interview. Marks will not be given for the interview.

#### 02. Qualifications:

##### 2.1: Educational Qualifications/ Professional Qualifications/ Experience:

- (a) Having a Degree obtained from a University recognized by the University Grants Commission or being a Lawyer who has taken oaths in Supreme Court and having completed an active and satisfactory period of service of not less than five (05) years in a permanent and pensionable post which carries the salary scale MN-1-2016 or above in Public/ Provincial Public Service.

Or

- (b) Having completed an active and satisfactory period of service of not less than ten (10) years in a permanent and pensionable post which carries the salary scale MN-1-2016 or above in Public/ Provincial Public Service as at the date stated in the notification calling applications.

##### 2.2: Physical Fitness:

Every candidate should be physically and mentally fit in every respect to serve in any part of Sri Lanka and to perform the duties of the post.

2.3: Other Qualifications:

- (I) Appointment should be confirmed.
- (II) Should have a satisfactory period of service during the period of five years (05) immediately preceding the date on which the qualifications should have been fulfilled.
- (III) Should have earned all the increments during the 05 years immediately preceding the date on which the qualifications should have been fulfilled.
- (IV) Should have not been subjected to any disciplinary punishment other than warning during the immediately preceding five years.
- (v) 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: Irrelevant

04. Terms of Employment and Service Conditions:

- I. This post is permanent and pensionable. The candidates who are selected to the post of Labour Officer - Grade II of the Department of Labour shall be subject to policy decisions taken by the Government in future in respect of the pension.
- II. The post is subject to an acting period of one year.
- III. 1st Efficiency Bar should be passed before the lapse of 03 years from the date of appointment as mentioned in the Scheme of Recruitment.
- IV. With regard to official language policy the provisions of Public Administration Circular No. 01/ 2014 and the circulars incidental thereto, shall prevail.
- V. Selected candidates will be appointed to the post of Labour Officer - Grade II subject to the general conditions governing the appointments in the Public Service. Procedural Rules of Public Service Commission, Financial Regulations, Provisions in the Establishments Code and any amendments made or to be made hereafter other Departmental orders and the terms and conditions set out in the scheme of recruitment approved by the Public Service Commission on 26.09.2013 and any amendments made or to be made here after to the scheme of recruitment.
- VI. Selected candidates should serve in any part of the Island in which they are called upon to serve.
- VII. Commissioner General of Labour has the power to cancel the appointment of an applicant who fails to assume duties on due date in the post offered, and / or who rejects or avoids assuming duties in the appointed post or the appointed area.

05. Salary Scale:

The monthly salary scale applied to this post in Rs. 34605-10x660-11x755-15x930- Rs. 63460/- (Salary code MN- 05- 2016 as per Public Administration Circular No. 03/ 2016 dated 25.02.2016. Salary will be paid according to the Schedule II of said Circular.)

06. Written Examination:

Written examination will consist of 02 question papers.

| Question Paper  | Time     | Maximum Marks | Pass Marks |
|-----------------|----------|---------------|------------|
| 01. Labour Laws | 03 hours | 100           | 40         |
| 02. Case Study  | 03 hours | 100           | 40         |

The examination will be conducted in Sinhala, Tamil and English medium only. Candidates are not allowed to change the applied medium later.

A Candidate should sit for the examination in the same language in which he had passed the Qualifying/ Interview to enter the Public Service or in an Official Language. Further, a candidate should answer all the question papers in the same language.

Candidates should sit for all question papers and only those who secure 40% or more marks for each paper will be called for the General Interview. The number of candidates called for the interview, number of vacancies to be filled, and the effective date of appointment will be decided by the Commissioner General of Labour.

In the event of several candidates obtaining the same marks, the decision shall be taken by the Commissioner General of Labour according to the instructions of the Public Service Commission, which shall be final.

07. The syllabus of the written examination is as follows:

| <i>Name of the Question Paper</i> | <i>Syllabus</i>  |
|-----------------------------------|--|
| 01. Labour Laws                   | <p>The question paper will be based on the below mentioned Acts and Ordinances.</p> <ol style="list-style-type: none"> <li>i. Wages Boards Ordinance, No: 27 of 1941</li> <li>ii. Shop and Office Employees (Regulation of Employment and Remuneration) Act, No: 19 of 1954.</li> <li>iii. Industrial Disputes Act, No: 43 of 1950.</li> <li>iv. Employees Provident Fund Act, No: 15 of 1958.</li> <li>v. Termination of Employment of Workmen (Special Provisions) Act, No: 45 of 1971.</li> <li>vi. Payment of Gratuity Act, No: 12 of 1983.</li> <li>vii. Trade Unions Ordinance, No: 14 of 1935.</li> <li>viii. Employment of Women, Young Persons And Children Act, No: 47 of 1956.</li> <li>ix. Maternity Benefits Ordinance, No: 32 of 1939.</li> <li>x. Factories Ordinance, No: 45 of 1942.</li> </ol> |
| 02. Case Study                    | <p>This question paper is designed to test the creative thinking ability and problem solving ability of a candidate. For this purpose, problems created by combining one or more situations will be presented to the candidate.</p>  |

08. Interview:

General Interview will be held only to scrutinize qualifications.

N.B. Appearing for the Interview shall not be deemed as fulfillment of qualifications for the appointment.

09. Examination Fee:

Examination Fee is Rs. 600/= It should, be paid in cash to any Post office/ Sub Post Office/ District Secretariat/ Divisional secretariat in the island so as to be credited to the government revenue head 20-03-02-13 of the Commissioner General of Examinations. The receipt obtained in favour of the candidate after payment of examination fee should be pasted firmly on the specified place in the application by one border of it. Money Orders or stamps will not be accepted as examination fee. The examination fee once paid will not be refunded under any circumstances and will not be transferred for any other examination. It will be useful to keep a photocopy of the receipt.

10. Method of Application:

- (a) The application form should be in conformity with the specimen application form and it should be prepared using both sides of a A4 size paper in such a manner so that item numbers 01-9.2 appear on the first page, 10-13.10 appear on the second page, 13.11- 15 appear on the third page and the remaining numbers appear on the fourth page. Computerized/ Type/ Written application forms can also be used for this purpose. The particulars in the application form should be filled clearly in the hand writing of the applicant himself. The application forms which do not conform to the specimen application form and incomplete applications will be rejected without further notice. It might be useful for the applicant to keep a photo copy of the application. The applicant should check whether the prepared application form is in conformity with the specimen application form indicated at the end of the notification and if it is not in conformity the application may be rejected.
- (b) The application form should be filled in the language in which the candidate wishes to sit for the examination. If the application is prepared in Sinhala or Tamil the name of the examination should be written in English in addition to Sinhala or Tamil.
- (c) Post held by the applicant and his/ her work place at the time of applying for the examination will be applicable in respect of all the matters relevant to the examination and any change taken place in that regard after sending applications will not be considered.
- (d) Candidate should get his/ her signature attested by the head of the department or by an officer authorized by the head.
- (e) The duly completed application form should be sent by registered post through the Head of the Department to reach the below mentioned address on or before **31.12.2021**. The term "Limited Competitive Examination for Recruitment to the post of Labour Officer- II of the Department of Labour - 2021" should be written at the top left hand corner of the envelope in which the application is enclosed. Any application received after the closing date will not be accepted.

Commissioner General of Examinations,  
Institutional Examinations Organizations Branch,  
Department of Examinations  
P.O box 1503,  
Colombo.

- (f) Any application which is not complete in every respect will be rejected. Complaints regarding the loss or delay of applications will not be accepted.

11. On the presumption that applications have been forwarded only by persons who have fulfilled the qualifications referred to in the *Gazette* Notification, admission cards will be issued by the Commissioner General of Examinations to the applicants who have submitted duly completed applications along with the receipt obtained by paying the prescribed examination fee on or before the closing date of applications. Immediately after the issue of admission cards to the applicants, and advertisement to that effect will be published in the newspapers and official web site of the Department of Examinations, Sri Lanka. If the Admission is not received by applicant even after 2 or 3 days of publishing the

advertisement he/ she should inquire from Institutional Examinations Organization Branch of the Department of Examinations, as mentioned in the advertisement. When inquiring the name of the examination applied for, full name, address and the National Identity Card number of the applicant should be mentioned. If you are an applicant outside Colombo, you should notify the Department of Examinations, by fax using the fax number mentioned in the notice, along with the above particulars and a letter of request furnishing a fax number to send you a copy of the admission card by fax. Moreover, in the event of inquiring from the Department of Examinations, it would be more useful to keep copies of the application form, receipt obtained for payment of Examination fee and the registration receipt obtained for posting of application in order to prove any information requested by the Department of Examinations, Sri Lanka.

#### 12. Appearing For the Examination:

- (a) The Commissioner General of Examinations shall issue admission cards to all applicants who have correctly perfected their applications. A candidate who fails to produce his/ her admission card will not be permitted to sit for the examination.
- (b) A candidate must sit for the examination at his/ her respective examination hall under the relevant index number. Every candidate who sits for the examination should hand over his/ her admission card with the signature certified, to the Chief Examiner on the first day of examination.
- (c) Candidates are subject to the rules and regulations imposed by the Commissioner General of Examinations in respect of holding the examination and issuing of results. If a candidate violates these and regulations he/ she will be liable to punishment imposed by the Commissioner General of Examinations. The decision of the Commissioner General of Examination shall be final in respect of holding the examination and issuing of results.
- (d) Examination results:  
The result sheet, including the names of the candidates who secure 40% or more marks in the examination for each subject will be sent to the Commissioner General of Labour of the Department of Labour. Results will be personally posted to every candidate who appear for the examination or be published on the web site [www.results.exams.gov.lk](http://www.results.exams.gov.lk)

Note: Issue of an admission card should not be considered as fulfillment of eligibility to sit for the examination or as fulfillment of qualifications for the post.

#### 13. Identity of Candidates:

A candidate is required to prove his/ her identity at the examination hall to the satisfaction of the Chief Examiner for each subject he/ she appears. Any one of the following documents shall be accepted for this purpose :

- (a) National Identity Card
- (b) A valid passport
- (c) A valid driving license

Furthermore, the candidates should enter the examination hall without covering their faces and ears to confirm their identity. The candidates who refuse to confirm their identity will not be admitted to the examination hall. The candidates should stay without covering their faces and ears until they leave the examination hall.

#### 14. Penalty for Furnishing False Information:

If a candidate is found unqualified, his/her candidature is liable to be cancelled prior to the examinations, while conducting the examination or subsequent to the examination or at any time thereafter. If it is found that a candidate has furnished information knowing that they are false, or if he/ she has willfully suppressed any material fact, he/ she shall be liable for dismissal from the Public Service.

15. The Commissioner General of Labour has the power of not filling some or all the vacancies and to take decisions on any matter which has not been stated in these regulations
16. In the event of discrepancy between the Sinhala, Tamil and English copies of this notification, the sinhala version shall prevail.

B. K. PRABATH CHANDRAKEERTHI,  
Commissioner General of Labour.

Department of Labour,  
Labour Secretariat,  
Narahenpita,  
Colombo - 05.  
15.11.2021

SPECIMEN OF APPLICATION FORM

For office use only

**LIMITED COMPETITIVE EXAMINATION FOR RECRUITMENT TO THE POST LABOUR  
OFFICER - II OF THE DEPARTMENT OF LABOUR - 2021**

01. Medium

Language medium in which you wish to sit for the examination:

Sinhala - 2

Tamil - 3

English - 4

(write the relevant number in the box)

Application form should be filled in the language medium in which you wish to sit for the examination.

02. Personal details -

2.1 Name with initials at the end : .....  
(In English capital letters) Eg: (SILVA A. B. D. P. A)

2.2 Name in full : .....  
(In English capital letters)

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

03. 3.1 Official Address : (In English capital letters) (Admission card will be posted to this address) .....

3.2 Official Address (In Sinhala/ Tamil) : .....

3.3 Personal Address (In Sinhala/ Tamil) : .....

04. Gender : (Male - 0, Female - 1)

Write the relevant number in the box

05. NIC No :
06. Mobile Phone Number :
07. Civil Status : (Unmarried - 1, Married - 2)  
Write the relevant number in the box
08. Nationality : (Sinhala -1, Tamil - 2, Indian Tamil - 3, Muslim - 4, other - 5)  
Write the relevant number in the box
09. 9.1 Date of birth : Year     Month   Date
- 9.2 Age as at 31.12.2021 : Years     Months   Days
10. State the language medium in which you passed the qualifying examination/ interview to enter the post/ service/ grade you are serving as at 31.12.2021 : .....
11. Have you completed all the qualifications stated under Paragraph 02 of the *Gazette* notification as at 31.12.2021?  
.....
12. Educational Qualifications:
- 12.1 Degree : .....
- 12.2 University/ Institution : .....
- 12.3 Result (If you have obtained a class, please state) : .....
- 12.4 Date of validity of Degree : .....
- 12.5 Language medium in which sat for the examination : .....
- 12.6 Date of taking oaths as Lawyer in Supreme Court : .....
- (Please state if applicable only)
13. Experience :
- 13.1 Please state the services/ grades (a class, a grade or a segment, if any) which gives you the qualification for examination candidature : .....
- 13.2 Post held at present : .....
- 13.3 Whether that post belongs to Government service or Provincial Government Service ? .....
- 13.4 Grade : .....
- 13.5 Class/ Segment : .....
- 13.6 Date of Appointment to the post : .....
- 13.7 Date of Confirmation in the post : .....

- 13.8 Salary Code No : .....
- 13.9 Salary Scale : .....
- 13.10 If several service periods are applicable in order to be qualified to apply for the examination, please state the details of such active and satisfactory periods of service in the chart below.

| Name of the Service/ Grade | Salary Code as per the P. A. Circular (Eg: MN-1-2016) | Date of Appointment | Date of Confirmation |
|----------------------------|---|---------------------|----------------------|
| 1) .....                   | .....   | .....               | .....                |
| 2) .....                   | .....   | .....               | .....                |
| 3) .....                   | .....   | .....               | .....                |
| 4) .....                   | .....   | .....               | .....                |

13.11 Total period of active and satisfactory service as at 31.12.2021 in a post approved in terms of the conditions stated in Para 02 of the *gazette notification* .....

**14. Payment of Examination Fee :**

- 14.1 Amount paid : .....
- 14.2 Post Office/ Sub Post Office to which the Examination Fee was paid : .....
- 14.3 Date of payment : .....
- 14.4 Receipt No : .....

Paste the receipt here firmly by one border of it.  
(Keeping a photocopy of the receipt will be useful)

**15. Declaration of the Applicant :**

I do hereby declare that I have earned all the increments during the period of five years immediately preceding 31.12.2021 and that I have completed an active and satisfactory period of service as per Paragraph 2.1 of the *Gazette Notification* as at 31.12.2021 and that I have not been subject to any disciplinary punishment (other than warning). I do hereby declare that I am qualified to appear for the Limited Competitive Examination in terms of all the rules and regulations stated in the *Gazette Notification* and that all the particulars furnished by me in this application are true to the best of my knowledge. I have pasted the cash receipt bearing the No ..... dated ..... which was obtained for payment of the examination fee.

I agree to be bound by the rules and regulations of the examination and agree to the cancellation of my candidature prior to the examination, or subsequent to the examination if my disqualification is revealed according to the Scheme of Recruitment which includes the provisions of the examination. Further, I declare that I shall be bound by the rules and regulations imposed by the Commissioner General of Examinations in respect of the conduct of the examination and issue of results.

.....  
Date.

.....,  
Signature of the Applicant.



**16. Attestation of applicant's signature :**

I hereby certify that Mr. / Mrs. / Miss. .... (Applicant's full name) who submits this application is known to me personally, and that he/ she has paid the prescribed examination fee and affixed the relevant receipt herein. He/ she placed his/ her signature in my presence on .....

Date .....

.....

Signature of the Attesting Officer.

Name in full of the Signature attesting officer : .....

Designation : .....

Address : .....

(To be certified by placing the official Stamp)

**17. Certificate of the Head of the Department : (As per the personal file of the applicant)**

I do hereby certify that Mr./ Mrs./ Miss. .... who is submitting this application is serving in the post of ..... in this Ministry/ Department which is under the Central Government/ Provincial Council and that he/ she has earned all the increments during the period of five years immediately preceding 31.12.2021 and that he/ she has not been subject to any disciplinary punishment (other than warning) during that period and has completed an active and satisfactory period of service of ..... years (five/ ten) as per Para 2.1 of *Gazette Notification*. I further certify that he/ she is qualified to appear for the examination in terms of the regulations stated in the relevant *Gazette Notification* and that he/ she has paid the examination fee and pasted the receipt and placed his/ her signature in my presence.

Date .....

.....

Signature of the Head of the Department/  
Authorized Officer)

Name : .....

Designation : .....

Date : .....

(Place Official Stamp)