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The Gazette of the Democratic Socialist Republic of Sri Lanka

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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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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 09th November, 2018 should reach Government Press on or before 12.00 noon on 26th October, 2018.

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, 2018.

This Gazette can be downloaded from 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

JUDICIAL SERVICE COMMISSION

Vacancies in the Judicial Service of Sri Lanka

APPLICATIONS are invited for the post of Judicial Officer Class II Grade I (Magistrate) in Sri Lanka Judicial Service.

01. Applications should be made by persons having the required qualifications and they should reach the Judicial Service Commission Secretariat on or before 19.11.2018.

02. *Salary Scale*.– Rs. 75,000 -10x1,630 - Rs. 91,300 (In accordance with the Management Services Circular No. 01/2018).

Allowances to which the Judicial Officers are entitled, would be paid in addition to the salary.

03. Every applicant must be –

- (a) a citizen of Sri Lanka,
- (b) of excellent moral character and physically fit.
- (c) prepared to serve in any part of the island.

04. *Eligibility* :

- (a) A President of Labour Tribunal whose period of service is not less than two years as at the date of the *Gazette* notification ; *or*
- (b) An Attorney-at-Law who has or had been in active practice for not less than four years as at the date of the *Gazette* notification ; *or*
- (c) An Attorney-at-Law who has served in the capacity of a Legal Officer in any Ministry or Government Department or a State Corporation for not less than four years as at the date of the *Gazette* notification ; *or*
- (d) An Attorney-at-Law who has served in the capacity of a Legal Officer in any Firm, Bank or Establishment for not less than four years and who has regularly appeared before court during such period as at the date of the *Gazette* Notification.

05. All the applicants should sit for a written test and will be called for an interview based on the results of said test.

Note :

- (i) The receipt obtained by paying Rs. 3,000 as application fee from any People's Bank branch to the credit of the account of "Secretary, Judicial Service Commission" No. 297100199025039 of the People's Bank, Dam Street branch should be sent to the J. S. C. Secretariat either by registered post or personally to obtain the application form. When filling the receipt at the time of payment, the applicant's name and address should be stated in the space provided in the receipt.
- (ii) Applicants are kindly requested to forward their applications either by registered post or by personally to the JSC Secretariat.
- (iii) Applications from the officers in the Public Service must be forwarded through the Head of the Department.

The address for obtaining and sending applications :

Secretary,
Judicial Service Commission,
Judicial Service Commission Secretariat,
Colombo 12.

H. SANJEEWA SOMARATNE,
Secretary,
Judicial Service Commission.

Judicial Service Commission Secretariat,
Colombo 12,
01st October, 2018.

PARLIAMENT OF SRI LANKA

Vacancies

APPLICATIONS are invited from the citizens of Sri Lanka who are physically sound and of excellent moral character for following posts on the Staff of the Secretary-General of Parliament.

Applications prepared in accordance with the specimen given below should be sent under registered cover to reach the "Secretary-General of Parliament, Parliament of Sri Lanka, Sri Jayewardenepura Kotte" on or before 9th November, 2018. The post applied for should be indicated on the top left-hand corner of the envelope. (This advertisement is also available on the website: www.parliament.lk)

1.0 Utility Receiving Assistant :

- 1.1 *Salary Scale.*– According to the Schedule I of the Management Services Circular 06/2016 dated 07.11.2016, monthly salary scale specified for this post is Rs. 25,520-9x 270/10x 300/6x 330- Rs. 32,930. The selected candidates will be placed initially at the monthly salary step of Rs. 20,248 according to the schedule II of the Circular mentioned above. (The minimum initial gross monthly remuneration together with all the allowances will be approximately Rs. 50,000)
- 1.2 *Age Limit.*– Should not be less than 18 years and not more than 30 years of age as at the closing date of applications.
- 1.3 *Educational Qualifications.*– Should have passed General Certificate of Education (Ordinary Level) Examination in six subjects including credit pass for Sinhala or Tamil language and passes for Mathematics and English at not less than two sittings.
- 1.4 *Professional Qualifications.*– Should have successfully completed a vocational training course not less than 05 months of duration on Basic Level Cookery Certificate/Basic Level Food and Beverage Certificate conducted by the Sri Lanka Institute of Tourism and Hotel Management (SLITHM)/National Apprenticeship and Industrial Training Authority (NAITA)/

Vocational Training Authority (VTA) or any other similar vocational training institute.

1.5. *Experience.*– Experience with not less than 06 months on Utility Receiving Assistant / Kitchen Assistant / Restaurant Assistant or in a similar post in the Hotel Sector.

1.6. *Method of Recruitment.*– Through a written test/ trade test and a structural interview.

2.0 Food and Beverages Assistant :

- 2.1 *Salary Scale.*– According to the Schedule I of the Management Services Circular 06/2016 dated 07.11.2016, monthly salary scale specified for this post is Rs. 28,250-9x 300/10x 330/3x 380- Rs. 35,390. The selected candidates will be placed initially at the monthly salary step of Rs. 22,412 according to the Schedule II of the Circular mentioned above. (The minimum initial gross monthly remuneration together with all the allowances will be approximately Rs. 53,000)
- 2.2. *Age Limit.*– Should not be less than 22 years and not more than 35 years of age as at the closing date of applications.
- 2.3. *Educational Qualifications.*– Should have passed General Certificate of Education (Ordinary Level) Examination in six subjects including credit pass for Sinhala or Tamil language and passes for Mathematics and English at not less than two sittings.
- 2.4. *Professional Qualifications.*– Should have followed and successfully completed a vocational training course not less than one year (NVQ level 3 or above) conducted by Sri Lanka Institute of Tourism and Hotel Management (SLITHM) or National Apprenticeship and Industrial Training Authority (NAITA) or Vocational Training Authority (VTA) or any other similar vocational training institute.
- 2.5 *Experience.*– Experience not less than two years in a star class hotel as waiter/ steward or in a similar post.
- 2.6 *Method of Recruitment.*– Through a written test/ trade test and structural interview.

3.0 *Terms and Conditions of Service :*

- (i) These posts are permanent. Pension entitlement pertaining to these posts will be determined according to the policy decisions taken by the Government in future. Appointments will be made subject to a three-year (03) probation period. If a person who has been confirmed in a permanent and pensionable post in the Public / Provincial Public Service is selected, he / she will be appointed subject to an acting period of one year.
- (ii) Selected candidates will be subject to the Financial and Departmental Regulations applicable to the staff of the Secretary - General of Parliament.
- (iii) Selected candidates should contribute to the Widows' and Orphans'/Widowers' and Orphans' Pension Fund from his/her salary with a percentage specified by the Government.
- (iv) Selected candidates will be subject to a medical examination.
- (v) A Security Clearance Report with respect to the selected candidates will be obtained prior to his / her appointment.

4.0 Applicants should attach the copies of the following certificates (not originals) to their applications. Originals of the certificates should be produced, when called upon to do so :

- (a) Birth Certificate
(b) Certificates of Educational Qualifications
(c) Certificates of Professional Qualifications
(d) Certificates of Experience

5.0 Applicants serving in Public / Provincial Public Service /State Corporations / Statutory Boards should send their applications through their respective Heads of Departments / Institutions.

6.0 Canvassing in any form will be a disqualification.

7.0 Applications received after the closing date or sent without copies of the relevant certificates or not sent through Heads of Departments / Institutions will be rejected. Applications sent through Heads of Departments /Institutions but received after the closing date, and applications not prepared in accordance with the specimen will also be rejected.

K. A. ROHANADEERA,
Acting Secretary-General of Parliament,
Parliament of Sri Lanka.

Parliament of Sri Lanka,
Sri Jayewardenepura Kotte.
19th October, 2018.

PARLIAMENT OF SRI LANKA

SPECIMEN APPLICATION FOR THE POST
OF

01. (a) Name with initials (in Sinhala/Tamil) :_____
(b) Names denoted by initials (in Sinhala/Tamil) :

(c) Full Name (in English Capital Letters)(Mr./Mrs./ Miss) :_____.
02. National Identity Card Number :_____.
03. (a) Private Address :_____
Telephone No. :_____
(b) Office Address :_____
Telephone No. :_____.
- (c) Please indicate the address to where the admission to be posted :
- Private : Office :
04. (a) Date of Birth :_____
(A copy of the Birth Certificate should be attached)
(b) Age as at 9th November,2018:
Years :_____. Months :_____.Days :_____.
05. Civil Status :_____.

06. Gender :Male / Female :_____.
07. State whether a citizen of Sri Lanka :_____.
08. Educational Qualifications: (Copies of relevant certificates should be attached) :

Examination	Subject	Pass Obtained	Year
G. C. E. (O/L)	Sinhala/Tamil		
	Mathematics		
	English		

- (e) Allowances :_____.
- (f) Gross Salary :_____.
12. Have you been convicted for a criminal offence by a Court of Law? :_____.
- If so, give details :_____.
13. Have you served under the Government before? :_____.
- If so, give details :_____.

I do hereby certify that all the particulars furnished by me in this application are true and correct. I am also aware that, I am liable to be disqualified for this post if any particulars contained herein are found to be false or incorrect before selection, or to be dismissed without any compensation if such detection is made after appointment.

_____,
Signature of the Applicant.

Date :_____.

09. Vocational Qualifications (copies of the certificates should be attached) :_____.
10. Experience (copies of the documents certifying experience should be attached) :

Hotel	Number of Stars (For F and B Assistants only)	Period of Service	Post

Certification of Head of Department/Institution
(Only for applicants serving in the Public Service/
Provincial Public Service/Government Corporations/
Statutory Boards)

Secretary General of Parliament,

I recommend and forward the application of Mr / Mrs /Miss holding the post of in this Institution. I certify that his/her work and conduct are satisfactory and that he/she has not been subjected to any disciplinary action or there is no intention to make such inquiry. He/she can be released/ cannot be released from the service if selected for this post.

_____,
Signature of Head of Department/
Institution.
(Official Stamp)

11. Details of Present Employment:
- (a) Name and Address of the Institution :_____.
- (b) Present Post :_____.
- (c) Date of First Appointment :_____.
- (d) Basic monthly salary :_____.

Date :_____.

10-1515

Examinations, Results of Examinations & c.

MINISTRY OF JUSTICE AND PRISON REFORMS

Recruitment to the Post of Stenographer, Segment II of the Management Assistant Non-Technical Category of the Labour Tribunal Secretariat (on open basis) - 2018

APPLICATIONS are invited from suitable citizens of Sri Lanka to recruit qualified persons on open basis to 25 posts of Stenographers fallen vacant in the Labour Tribunals that are within the purview of the Ministry of Justice and Prison 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 and Prison Reforms, Superior Courts Complex, Colombo 12" on or before the closing date of applications mentioned below. The words "Recruitment to the Post of Stenographer, Segment II of the Management Assistant Non-Technical Category of the Labour Tribunal Secretariat" should be written on the top left hand corner of the envelope containing the application form.

Closing date of application will be on 15.11.2018.

Note.– No allegation that an application form or a document respecting such form has been lost or delayed in the post can be considered. Applicants who delay their applications until the last day will do so at their own risk.

01. *Method of Recruitment.*– Selection will be made on the order of merit secured both at the Practical Test to be conducted by an institution to be nominated by the Secretary to the Ministry of Justice and Prison Reforms and as well as at the Structured Interview to be conducted by the Interview Board to be appointed by the Secretary to the Ministry of Justice and Prison Reforms. The number of recruitments and the date on which such recruitments will take effect will be decided by the Secretary to the Ministry of Justice and Prison Reforms by the order of the Public Service Commission.

02. *Terms of engagement :*

- (i) This post is permanent ;
- (ii) An officer recruited to this post is subject to a probationary period of three (03) years from the date on which his/her appointment takes effect. The officer is required to pass the First Efficiency Bar Examination before the expiry

of the said three (03) years from the date on which the recruitments will be made to this post ;

- (iii) An officer recruited to this post should, in terms of the Public Administration Circular No. 01/2014 and the circulars issued incidental thereto, acquire the prescribed language proficiency within five (05) years of appointing to the post. The officer who enters 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 period of probation of three (03) years a requisite standard of proficiency in one official language and the standard proficiency of other official language within five (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, Departmental Orders.

03. *The grade to be recruited.*– Grade III.

04. *Salary Scale.*– In terms of the Public Administration Circular No. 03/2016, this post which is under MN-1-2016 carries a salary scale of Rs. 27,140 -10x300 - 11x350 - 10x495 - 10x660 = Rs. 45,540 per month and the initial salary scale amounts to Rs. 21,532 as per grading system.

05. *Qualifications :*

(i) Educational Qualifications :

- (a) Should have passed six (06) subjects at the G. C. E. (O/L) Examination with Credit passes for Sinhala/Tamil/English language and Mathematics and two (02) other subjects at one sitting.
- (b) Should have passed at least one (01) subject at the G. C. E. (A/L) Examination. (except for General Common Test)

- (ii) *Vocational Qualifications.*– Should have followed a course on stenography with not less than six (06) months at an institute recognized by the Tertiary and Vocational Education Commission or have possessed a credit pass for Type Writing and shorthand at the G. C. E. (O/L) Examination.

(iii) *Experience.*— Experience, if any, will be considered as an added qualification.

06. *Age limit.*— Applicants should be not less than 18 years of age and not more than 30 years of age as at the closing date of applications.

07. *Physical Fitness.*— Every applicant should be :

- (i) In good mental and physical order to serve in any part of the Island ;
- (ii) In good mental and physical order to discharge the duties and functions of the post.

08. *Other Qualifications.*— Every applicant must furnish satisfactory proof to the effect that he/she :

- (i) is a citizen of Sri Lanka,
- (ii) is of excellent moral character,
- (iii) has fulfilled the necessary qualifications in every respect as at the closing date of applications referred to in this Notice/*Gazette* Notification calling for applications.

09. *Method of Recruitment :*

09.1 *Practical Test.*— Marks will be awarded at a Practical Test to be conducted by an institution to be nominated by the Secretary to the Ministry of Justice and Prison reforms.

Method under which marks are awarded at the Practical Test :

<i>Subjects</i>	<i>Maximum Marks</i>	<i>Pass Marks</i>
Shorthand	100	40%
Type Writing	100	40%

09.2 *Structured Interview.*— Marks will be awarded by a Structured Interview Board to be appointed by the Secretary to the Ministry of Justice and Prison Reforms.

Method under which marks are awarded at the Structured Interview :

<i>Main areas for which marks are to be awarded</i>	<i>Maximum Marks</i>	<i>Pass Marks</i>
01. Additional Educational Qualifications	10	Not applicable
02. Additional Vocational Qualifications	20	

<i>Main areas for which marks are to be awarded</i>	<i>Maximum Marks</i>	<i>Pass Marks</i>
03. Language Proficiency 04. (Proficiency in Sinhala/ Tamil/English)	10	Not applicable
05. Computer Literacy	15	
06. Experience	40	
07. Skills exhibited at the interview	05	
Total	100	

09.3 *General Interview.*— Qualifications will be checked by the Interview Board to be appointed by the Secretary to the Ministry of Justice and Prison Reforms. No marks will be awarded.

Note.— Applicants qualified at the Practical Test will be summoned at the Structured Interview. Recruitments will be made on the basis of the order of merit secured both at the Practical Test and as well as the Structured Interview subject however to the number of available vacancies.

10. Applications should be prepared on a A4 paper of 22x29cm in size using both sides and items from 01 to 11 to appear on the first page, 12 to 15 on the second page and 16 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. Receipt of applications will not be acknowledged.

Important –

- (i) No document or copy thereof should be annexed to the application.
- (ii) Applications of the applicants in respect of which the relevant documents are failed to 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.

11. *Examination fee.*— Every applicant should deposit a sum of Rs. 300 as an examination fee to the credit of the Account No. 176100199025184 in favour of the Secretary to the Ministry of Justice and Prison 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.

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 Stenographer, Segment II of the Management Assistant Non-Technical Category of the Labour Tribunal Secretariat shall be applicable to this post.

PIYUMANTHI PEIRIS,
Secretary (*Actg.*),
Ministry of Justice and Prison Reforms.

02nd October, 2018.

No.
(For office use only)

Medium	
Sinhala	
Tamil	
English	

(Mark ✓ in the relevant box)

SPECIMEN APPLICATION FORM

MINISTRY OF JUSTICE AND PRISON REFORMS

APPLICATION FOR THE POST OF STENOGRAPHER, SEGMENT II OF
THE MANAGEMENT ASSISTANT NON-TECHNICAL CATEGORY OF THE
LABOUR TRIBUNAL SECRETARIAT (ON OPEN BASIS)

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. Telephone No. : _____.

06. National Identity Card No. :

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07. Sex : _____.

08. Date of Birth :

Year : _____ Month : _____ Date : _____

09. Age as at the closing date of applications :

Years : _____ Months : _____ Dates : _____

10. Race : _____.

11. Marital Status : _____.

12. Results of the G. C. E. (A/L) Examination :

Year : _____ Index No. : _____.

Subject	Grade

13. Results of the G. C. E. (O/L) Examination :

Year : _____ Index No. : _____.

Subject	Grade

14. Qualifications as per paragraph 05 of the notice calling for applications :

(i) Educational Qualifications : _____.

(ii) Vocational Qualifications : _____.

(iii) Experience : _____.

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

	Very Good	Good	Ordinary	Weak
Sinhala				
Tamil				
English				

16. Affix the receipt in the space provided below :

Applicant's Declaration

disciplinary action including dismissal from the service or retirement for general inefficiency as a merciful alternative to dismissal and I have not vacated the post previously. 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.

I, declare that the particulars furnished by me in this application are true and correct. I certify that I have not been subject to any form of
Date :_____.
10-1508