

LIMITED COMPETITIVE EXAMINATION FOR RECRUITMENT TO THE POST OF ASSISTANT COMMISSIONER OF LABOUR (DEPARTMENTAL) EXECUTIVE SERVICE CATEGORY GRADE III OF THE DEPARTMENT OF LABOUR – 2021

Applications are invited under the direction of the Public Service Commission, from Labour Officers (Grade I) of this Department, in order to fill 11 vacancies prevalent in the post of Assistant Commissioner of Labour – Executive Service Category (Grade III) of the Department of Labour as at 31.03.2021. Applications prepared according to the specimen application appended at the end of this notification should be forwarded by registered post to reach the Commissioner General of Examinations, Institutional Examinations Organization Branch, Department of Examinations – Sri Lanka, Palawatta, Battaramulla on or before the below mentioned date. The term “Limited Competitive Examination for Recruitment to the post of Assistant Commissioner of Labour (Departmental) Executive Service Category Grade III of the Department of Labour – 2021” should be clearly mentioned at top left hand corner of the envelop enclosing the application. Further the name of the examination should be written in English in addition to Sinhala or Tamil in the Sinhala or Tamil applications respectively. The closing date of applications is 30.11.2021. The examination date will be informed later.

Note : Complaints regarding loss or delay of an application or any other relevant document in the post will not be considered. The consequence of delays in submitting of applications till the last date has to be borne by the applicants themselves.

01. Method of recruitment to the service

A Structured interview assigning marks for the period of service will be held only for the candidates who pass the written examination. The candidates who secure highest marks according to the total marks of both the written examination and structured interview will be recruited based on the number of vacancies.

The number of appointments and the effective date of appointment will be decided according to the order of Public Service Commission.

02. Salary Scale

As per Public Administration Circular No 03/2016, the salary scale applicable for this post is SL-1-2016 Rs.47,615-10x1335-8x1630-17x2170-Rs.110,895(Monthly).

03. Conditions of Employment

- i. This post is permanent and pensionable. Contributions should be made to widow/widower and orphans' pension scheme.
- ii. Officers who are recruited to this post shall be subject to an acting period of one year.
- iii. In respect of Language Proficiency the provisions of Public Administration Circular No: 18/2020 dated 16.10.2020 and circulars incidental thereto shall prevail.
- iv. This appointment shall be subject to the procedural rules of Public Service Commission, Establishments Code of the Democratic Socialist Republic of Sri Lanka, Financial Regulations of the government and other Departmental orders.

04. Qualifications

4.1 Educational Qualifications

Educational qualifications shall not be applicable as recruitments are made from amongst the Labour Officers in Grade I.

4.2 Professional Qualifications

Not applicable

4.3 Experience

Applicant should have completed an active and satisfactory period of service of 10 years in the post of Labour Officer and should be a Labour Officer in Grade I

05. Physical Fitness

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

06. Age Limit

Age limit is not be applicable as recruitments are made from amongst the Labour Officers in Grade I.

07. Other Qualifications

- i. Applicants should be Citizens of Sri Lanka.
- ii. Applicants should possess an excellent moral character.
- iii. Every applicant should have been confirmed in the post of Labour Officer.
- iv. Should have had a satisfactory level or higher performance during the period of five years (05) immediately preceding the date on which the qualifications should have been fulfilled.
- v. Should have completed the prescribed Efficiency Bar Examinations.
- vi. Should have fulfilled all the qualifications required for recruitment to the post as at the closing date of applications.
- vii. Should not have been subject to a disciplinary punishment as per the Provisions of Public Administration Circular No : 01/ 2020

08. 8.1 Written Examination

8.1.1 This examination will be conducted by the Commissioner General of Examinations.

	Subject	Duration (Hours)	Maximum Marks	Pass Marks
01.	Labour Laws	03	100	40
02.	General Intelligence	01	100	40
03.	Aptitude for Management	02	100	40

8.1.2 The Syllabus

	Subject	Syllabus
01.	Labour Laws	This will be based on the below mentioned Acts and ordinances. Wages Boards Ordinance, No. 27 of 1941 Industrial Disputes Act, No. 43 of 1950 Employee's Provident Fund Act, No. 15 of 1958 Termination of Employment Act, No. 45 of 1971 Trade Unions Ordinance, No. 14 of 1935

		<p>Factories Ordinance, No. 45 of 1942</p> <p>Employment of Women, Young persons and Children Act, No. 47 of 1956</p> <p>Shop and Office Employees Act, No. 19 of 1954</p> <p>Maternity Benefits Ordinance, No. 32 of 1939</p> <p>Sri Lanka Bureau of Foreign Employment Act, No. 21 of 1985</p> <p>Payment of Gratuity Act, No. 12 of 1983</p> <p>Employees Trust Fund Act, No. 46 of 1980</p>
02.	General Intelligence	This paper is designed to assess the applicant's power of comprehension and intelligence through examination of conclusions and responses in relation to problems presented in numerical, lingual and Figurative structure.
03.	Aptitude for Management	This paper is designed to test the excellent management skills such as identifying problems and reasons for them, decision making, maintaining interpersonal relationships, communication skills, self discipline and formulating policies and strategies of a candidate through the cases and the situations presented to him.

8.2 Interview

8.2.1. Structured Interview

Key Heads for which marks are given	Maximum Marks	Minimum marks considered for selection
<p>Additional Experience</p> <p>Marks will be awarded as per Public Administration Circular 01/2019 for the additional active and satisfactory service period from the date of fulfilling the qualifications stated in</p>	100	Not applicable

subclause 4.3 to the closing date of applications. In terms of the provisions of that circular maximum marks will be awarded to the candidate with a maximum active and satisfactory service period and the other candidates will be awarded marks proportionately.		
Total	100	

Only the candidates who pass the written examination will be qualified to appear for the general and structured interview conducted by an interview board appointed by the Public Service Commission.

Candidates, who secure the highest marks out of the total marks for both written examination and structured interview, will be recruited based on the number of vacancies.

N.B. : Appearing for the interview is not considered as a fulfillment of qualifications for the appointment.

8.2.2. General Interview (Marks will not be given)

This interview will be held to check whether, the qualifications mentioned in the Scheme of Recruitment and notification published have been fulfilled by the candidate and to examination the physical fitness of the candidate.

09. Conditions of the Examination.

- i. The Examination will be held in Sinhala, Tamil and English mediums. Applicants may sit for the examination in any one language medium they desire and should answer all the question papers in the same language. Applicants will not be allowed to change the medium of the examination mentioned in the application later. Every applicant should sit for all three question papers.
- ii. Examination fee is Rs. 1200/= It should be paid to any post office / District Secretariat / Divisional Secretariat in the Island so as to be credited to the revenue head 20-03-02-13 of the Commissioner General of Examinations and the receipt obtained in favour of the applicant should firmly be pasted on the specified place in the application by one border of it. It will be useful to keep a photocopy of the receipt with the applicant.
- iii. Money orders or stamps will not be accepted as examination fees and the examination fee once paid will not be refunded under any circumstances.
- iv. Incomplete applications will be rejected without notice.
Note :- Candidates will not be permitted to enter the examination hall without the admission card. Every candidate should produce his/her admission card with the certified signature to the Chief Examiner on the day the examination commences.

Issue of an admission card to an applicant should not be considered as a fulfillment of qualifications required to sit for the examination or as a fulfillment of qualifications required for the post.

- v. The application should be prepared using A4 paper sized 22 cm x 29 cm, in such a manner, so that item numbers 01 – 07 appear on the first page, 08 – 11.5 appear on the second page, 12 – 14 appear on the third page and the remaining numbers appear on the fourth page. The relevant particulars should be clearly mentioned in the applicant's own hand writing. Application Forms, which do not conform to the specimen application form and incomplete applications will be rejected without further notice.

It will be useful for the applicant to keep a photocopy of the complete application). It is further notified, that the applicant should check whether the prepared application form is in conformity with the specimen application and if it is not in conformity, the application will be rejected. Please prepare the application form according to the specimen application form appended herewith.

- vi. On the presumption that applications have been forwarded 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 perfected 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, an advertisement to that effect will be published in the newspapers and If Admission card is not received by any applicant even after 2 or 3 days of publishing the advertisement, he/she should inform as mentioned in the notice. When informing the same it would be useful to retain a copy of the application, and a copy of the receipt relevant to payment of examination fee and receipt of postal registration of the application to prove any information requested by the Department of Examinations.
- vii. The Commissioner General of Examinations shall have the power to postpone or cancel this examination on the approval of Public Service Commission.
- Viii. Candidates are subjected to the rules and regulations made by Commissioner General of Examinations in respect of the conduct of the examination and issue of results. If such rules and regulations are violated by a candidate, he/she shall be liable to a punishment imposed by the Commissioner General of Examinations.
- ix. **Identity of the Candidate:**
Every candidate should prove his/her identity at the examination hall to the satisfaction of the Chief Examiner. One of the following documents will be accepted for this purpose.

- a) National Identity Card
- b) Valid Passport.
- c) Valid Driving License.

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

N.B.

- a) Any document or a copy thereof should not be attached to the application.
 - b) Applications of the applicants who fail to produce documents upon request will not be considered.
 - c) Every applicant should forward his/her application to the Commissioner General of Examinations through the Commissioner General of Labour. Before sitting for the examination every applicant should get his/her signature certified by the Head of the Division/Office where he/she works.
10. Procedural rules of the Public Service Commission, circulars issued from time to time in respect of the Public Service, the terms and conditions of the Scheme of Recruitment for the Executive Service Category approved by the Public Service Commission dated 07.03.2013 and the amendments made to the Scheme of Recruitment hereafter will be applicable for this post.
11. The Public Service Commission holds the power to take decisions with regard to any matter for which this notice does not provide.
12. In the event of inconsistency between the Sinhala, Tamil and English versions of this notice, the Sinhala text shall prevail.

By the order of the Public Service Commission,

Sgd/ by : M P D U K Mapa Pathirana
Secretary
Ministry of Labour

Date :- 01 .11.2021

For office use only

PUBLIC SERVICE COMMISSION

LIMITED COMPETITIVE EXAMINATION FOR RECRUITMENT TO THE POST OF ASSISTANT COMMISSIONER OF LABOUR (DEPARTMENTAL) EXECUTIVE SERVICE CATEGORY GRADE III OF THE DEPARTMENT OF LABOUR – 2021

01. 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:

(English Capital letters) Ex.(PERERA H.A.L.S.)

2.2 Name in Full :

.....

(English Capital letters)

2.3 Name in full :

.....

(Sinhala/Tamil)

03. Address

3.1 Official address (English Capital letters)(Admission card will be posted to this address):

.....

3.2 Official address (Sinhala/Tamil):

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3.3 Personal address (Sinhala/Tamil):

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04. Gender : (Male – 0, Female -1) :

(Write the relevant number in the box)

05. National Identity Card Number:

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06. Telephone number

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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 30.11.2021 Years Months Days

10. 10.1 Date of appointment to the post of Labour Officer – Grade II

Year Month Date

10.2 Date of appointment to the post of Labour Officer – Grade I

Year Month Date

10.3 Period of service in the post of Labour Officer – Grade I as at 30.11.2021

10.4 Total period of Service in the post of Labour officer as at 30.11.2021

Year Months Days

10.5 Have you Completed an active and satisfactory period of service of 10 years in the post of Labour Officer as at 30.11.2021?
.....

10.6 Have you earned the increments of the 5 years immediately preceding the 30.11.2021?
.....

10.7 If you have been subject to punishments other than warnings during the 5 years immediately preceding 30.11.2021, state the particulars:
.....

11. Highest qualification at an Examination:

If you are a Graduate,

11.1 Degree:

11.2 University/ Institution:

11.3 Date of receipt of Degree :

11.4 Effective date of Degree:

11.5 Language medium in which you sat for the Examination:

12. Payment of Examination fee

Amount paid: Rs.....
Office to which the examination fee paid:
Date of Payment:
Receipt Number:

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

13. Declaration of the Applicant

I do hereby declare that I have completed an active and satisfactory 10 years period of service as at 30.11.2021 as per para 4.3 and that I have not been subject to any disciplinary punishment (other than warnings). I further declare that I shall be subject to the decisions taken by the Commissioner General of Examinations in respect of conducting the examination and issuing of results.

Moreover, I do hereby certify that the particulars furnished by me in this application form are true and correct. I am aware that if any particular furnished herein is proved to be incorrect or untrue before my being selected for the post, I shall be unsuitable for the post and if that offence is proved after my being selected for the post, I shall be subject to dismissal from the service without being paid any compensation. Furthermore, I declare that I shall be subject to the rules and regulations imposed by the Commissioner General of Examinations in respect of Conducting the Examination.

Date:.....
.....
(Signature of the applicant)

14. Attestation of the signature of the Applicant (should be as per Para paragraph 9(xi) of the gazette notification)

I do hereby certify that Mr/Mrs/Miss
(Full name of the applicant) who submits this application form is personally known to me and that the prescribed examination fee has been paid and the receipt obtained upon payment of examination fee has been pasted. I also certify that the applicant placed his/her signature in my presence on.....

Date
.....
(Signature of the Attesting Officer)

Full name of the Attesting Officer:
Designation:
Address:

(Should be attested by official Frank)

15. Certificate of the Head of the Department (As per the personal file of the applicant)

My No.....

I do hereby certify that Mr/Mrs/Miss
who is submitting this application is holding the post of
.....in this department from and
that a disciplinary action is being/ is not being taken by now in respect of him/her. I
further certify that particulars furnished above are true and that the receipt obtained upon
payment of the prescribed examination fee has been pasted. The application is hereby
recommended and forwarded.

Date:

Name of the Head of the Department:

Signature of the Head of the Department:

Designation:

(Official Frank)