

Ministry of Labour

Department of Labour

Open Competitive Examination for Recruitment to the Posts of Supervisory Management Assistant - Technical Service Category - 2021

Applications are invited from Sri Lankan citizens who have fulfilled qualifications stated in paragraph 3.0 as at 13.08.2021, the closing date of applications to be recruited on open basis, according to the Provisions of the Scheme of Recruitment approved by Public Service Commission, for the below mentioned posts of the Supervisory Management Assistant -Technical Service Category vacant as at 31.03.2021 in the Department of Labour, which comes under the Purview of the Ministry of Labour.

1.0 The posts and the number of vacancies

Serial Number	Designation	No. of vacancies
1	Fingerprint Inspection Officer	3
2	Research Assistant	3
3	Building Inspector	3
4	Draughtsman	2
5	Technical officer (Civil)	1
6	Technical Officer (Electrical)	1

1.1 Nature of the duty of the post: Permanent and pensionable. (shall be subject to policy decisions taken by the government in future in respect of the Pension Scheme.)

1.2 Nature of the Duties of the post

	Approved Designation	Duties
1.	Fingerprint Inspection Officer	In circumstances where the identity of the person claiming EPF cannot be confirmed and the monetary value payable is high and a request has been made by the relevant Section, checking the fingerprints in the application and A,B,H forms and training on

		checking fingerprints, other duties assigned by the Head of the Department.
2.	Research Assistant	To assist the Research officer (Occupational Hygiene), Senior Research Officer (Occupational Hygiene) and Deputy Commissioner of Labour (Occupational Hygiene) to take environmental measurements, biological measurements and scientific measurements on labour at work places, responsibility of condition of the equipment used to take physical measurements of the workplace environment, maintenance and tuning of those equipment, organization of activities related to collection of air samples to determine chemical hazards in the workplace environment and preparation of air samples so collected for testing, maintenance of delicate laboratory equipment and assist research officers to handle those equipment properly, take and analyse anthropometric measurements of employees when in scientific studies on labour in workplaces, assist research officers to conduct sound sensivity and lung function tests of employees at a workplace where necessary and other duties entrusted by the Head of the Department.
3	Building Inspector	Renovation activities of Labour Secretariat Building and Regional Labour Offices of the Department of Labour, supervision of new constructions, preparation of estimates, inspection of work of the contractors,

		preparation of bills of quantities, supervisions of work of the Technical Officers, and other duties entrusted by the Head of the Department.
4	Draughtsman	Drawing of plans prepared by the Engineer, and other duties entrusted by the Head of Department.
5	Technical Officer (Civil)	Renovation activities of Labour Secretariat Building and Regional Labour Offices belonging to the Department of Labour, supervision of new constructions, preparation of estimates, inspection of the work of contractors, preparation of bills of quantities, supervision of the work of Technical Officers and other duties entrusted by the Head of the Department.
6	Technical Officer (Electrical)	Preparation of estimates with regard to new wiring systems and fixing of air conditioners, maintenance and servicing of air conditioners, inspecting the electrical systems, preparation of estimates for modernization of above, inspection of the generators and preparation of reports after checking the faults of electrical equipment with the Electrical Technician and inspections on servicing electrical equipment, checking the speaker system and telephone networks, inspection of the electrical work carried out by outside institutions, inspection of maintenance and services of the District Offices and other duties entrusted by the Head of the Department.

2.0 Scheme of Recruitment

- 2.1 Recruitment to the above posts are made under 3 Grades in accordance with the qualifications of the applicants, i.e: Training Grade (two years training period), Training grade (one-year training period) and Grade III (direct recruitment). The qualifications required for each grade have been stated under paragraph 3.0 and the grade applied for, should be clearly stated by the applicants in their applications.
- 2.2 Based on the results of a written examination and a general interview, recruitments are made firstly, to grade III (direct recruitment) secondly, to training grade (two years' training period) and, thirdly to training grade (one-year training period) subject to the conditions stated below under this Section.
 - 2.2.1 From the above three grades the candidates will be directly recruited to grade III, first. Qualified candidates shall be selected by calling for a general interview, the number of candidates equivalent to the number to be recruited, on the merit order of the total marks secured at the written examination by the candidates.
 - 2.2.2 In instances where the number of candidates qualified for direct recruitment to Grade III is not sufficient, the remaining vacancies shall be filled by the candidates who applied under training grade (one-year training period) and passed the written examination. Qualified candidates shall be selected by calling for a general interview, the number of candidates equivalent to the number to be recruited, on the merit order of the total marks secured at the written examination by the candidates.
 - 2.2.3 In instances where the number of candidates qualified as per 2.2.1 and 2.2.2 above are not sufficient, the remaining vacancies will be filled by the candidates who fulfill the qualifications relevant to training grade (two years' training period). Qualified candidates will be selected by calling for a general interview, the number of candidates equivalent to the number to be recruited, on the merit order of the total marks secured at the written examination by the candidates.
- 2.3 The general Interview will be held to examine the physical fitness and the certificates. Marks will not be given for the general interview.

3.0 Qualifications

Qualifications relevant to each grade are as follows.

3.1 Educational and Professional Qualifications

3.1.1 Training Grade (two years' training period)

(a) Educational Qualifications:

Having passed the G.C.E (O/L) in six subjects with credit passes for Sinhala/ Tamil/ English language, Science, Mathematics and one more subject, at one sitting

and

Having passed the G.C.E (A/L) examination in 02 subjects in Mathematics (Pure Mathematics/ Applied Mathematics/ Combined Mathematics) / Bio science (zoology/ Botany), Physics, Chemistry and Technology (Bio – System Technology, Engineering Technology, Science Technology), at one sitting.

3.1.2 Training Grade (one-year training period)

(a) Educational Qualifications:

Having passed the G.C.E (O/L) Examination in six subjects (06) with credit passes for Sinhala/ Tamil/ English language, Science, Mathematics and one more subject, at one sitting

and

Having passed the G.C.E (A/L) Examination in 02 subjects in Mathematics (Pure Mathematics/ Applied Mathematics/ Combined Mathematics)/ Bio Science (Zoology/ Botany), Physics, Chemistry, at one sitting.

(b) Professional Qualifications

i. Having obtained the National Certificate in Technology after successfully following a course in a field relevant to the post, in a Technical College recognized by Tertiary and Vocational Education Commission. (Ex: - National Certificate in Technology: Civil/ Electrical/ Mechanical)

or

ii. Having obtained the relevant certificate after successful completion of a full-time course of one year in Draughtsman ship from a Technical College recognized by Tertiary and Vocational Education Commission

or

iii. Having obtained the relevant certificate, after successful completion of the National Certificate Course for Industrial Technicians in a field relevant to the post from a Technical College recognized by the Tertiary and Vocational Education Commission

or

iv. Having possessed any other technical qualification recognized by the Tertiary and Vocational Education Commission as being equivalent in each and every aspect to the technical qualifications mentioned above after obtaining views of the Institutions such as the Ministry of Higher Education and other Institutions by which the above certificates are issued.

3.1.3 Grade III (direct recruitment)

(a) Educational Qualifications

Having passed the G.C.E (O/L) Examination in six subjects (06) with credit passes for Sinhala/ Tamil/ English language, Mathematics, Science and one more subject, at one sitting

and

Having passed the G.C.E (A/L) Examination in 02 subjects in Mathematics (Pure Mathematics/ Applied Mathematics/ Combined Mathematics)/ Bio Science (Zoology/ Botany), Physics, Chemistry, at one sitting.

(b) Professional Qualifications

Should have completed at least one of the following qualifications.

- I. National Diploma in Technology awarded by the University of Moratuwa or Hardly Technical College – Ampara
or
- II. National Diploma in Engineering awarded by the National Apprenticeship and Industrial Training Authority
or
- III. Higher National Diploma in Engineering awarded by the Ministry of Education and Higher Education
or
- IV. Diploma in Technology awarded by the Open University of Sri Lanka
or
- V. Successful completion of part 1 of the Engineering Examination conducted by the Institution of Engineers, Sri Lanka
or
- VI. Completion of Level 6 of National Vocational Qualification (NVQ) relevant to the field
or
- VII. Any other technical qualification recognized by the Tertiary and Vocational Educational Commission as being equivalent in each and every aspect to the technical qualifications mentioned above after obtaining views of the Institutions such as the Ministry of Higher Education and other Institutions by which the above certificates are issued.

3.2 Physical Eligibility

All applicants shall have the physical and mental eligibility to serve in any part of Sri Lanka and to perform the duties of the post.

3.3 Other Qualifications

- (i) Shall be a citizen of Sri Lanka.
- (ii) Shall be of excellent character.
- (iii) No person who is ordained in any religious order shall become eligible to sit the examination.
- (iv) Candidates are deemed to have possessed qualifications to sit the competitive examination for recruitment to the service only if, they have satisfied all the qualifications and the prescribed age limit in each and every aspect as at the date prescribed in the notification for calling applications.

4.0 Age limit

The minimum age as at the closing date of applications should not be less than 18 years and the maximum age should not be more than 30 years.

5.0 Terms of Employment and Service Conditions

- 5.1 After successful completion of relevant training period, the applicants recruited to training grade will have to sit for an examination, which is conducted by an institution determined by the Commissioner General of Labour. Upon submission of the certificate issued by the respective institution to the effect that the applicant has passed the examination, the relevant applicant will be recruited to Grade III of the service.
- 5.2 Apprentices who fail to pass the examination will have the opportunity to get their training period extended for a period not more than six months. The apprentices who fail the examination which is held at the end of the extended training period will be terminated from service.
- 5.3 An officer recruited Grade III on the results of the open competitive examination will be subject to a probation period of 03 years. If the accomplishment of duties assigned and maintenance of discipline within the probation period are satisfactory and if he/she has passed the first efficiency bar examination and completed the proficiency in official language he/she will be confirmed in the post after the completion of the probation period.

- 5.4 In terms of Public Administration Circular No 18/2020 and the Circulars incidental thereto, the relevant proficiency of the other official language should be acquired within 3 years, after being recruited to the post in addition to the language in which the officer entered the service.
- 5.5 This appointment shall be subject to the procedural rules of Public Service Commission, Financial Regulations, Provisions of the Establishment Code and any amendments to be made in them hereafter, other Departmental Orders, Service Minute of the Sri Lanka Technical Service published by in Gazette Extra-ordinary Notification No.1930/12 dated 01st September 2015 and the terms and conditions set out in the Scheme of Recruitment approved by the Public Service Commission on 07.03.2017 and amended on 20.03.2018 and any amendment to be made hereafter to the Scheme of Recruitment and Service Minute.
- 5.6 Selected candidates should serve in the Head Office of the Department of Labour located at Narahenpita, Colombo 05.

6.0 Salary scale

- 6.1 According to Schedule I of the Public Administration Circular No: 03/2016, the monthly salary scale relevant to this post is Rs. 31040 × 10 × 445 – 11 × 660 – 10 × 730 – 10 × 750 – Rs. 57550.
- 6.2 Allowance of the training grade as per Public Administration Circular No: 03/2016.

First Year – Rs. 27,140/=

Second Year – Rs. 27,440/=

7.0 Written Examination

- (a) The written examination shall consist of two question papers. This examination will be held in Sinhala, Tamil and English mediums and the candidates shall not be allowed to change the applied medium later.

Subject	Duration	Maximum marks	Pass marks
1. Intelligence test	01 ½ hours	100	40
2. Subject related Technical test	2 hours	100	40

- (b) All candidates should sit for both question papers. All candidates should sit for the intelligence test and the subject related technological test shall vary according to the post for which the candidate has applied. The syllabus related to each post has been stated under paragraph 8.0.
- (c) The number of candidates appointed and the effective date of appointment will be decided by the Commissioner General of Labour.
- (d) In the event of several candidates obtaining the same total marks, the decision shall be taken by the Commissioner General of Labour in accordance with the instructions of Public Service Commission, which shall be final.

8.0 The syllabus for the written examination

Name of the question paper	Syllabus
1. Intelligence test	This paper consists of questions to judge the rationality, analytical skills and decision making power of the candidate.
2. Subject related technical test	a) Fingerprint Inspection Officer <ol style="list-style-type: none"> i. History of fingerprint science. ii. Pioneers of fingerprint science. iii. Fingerprint positioning and its characteristics. iv. Importance of obtaining fingerprints. v. Fingerprint patterns. vi. Obtaining fingerprints. vii. Methods of confirming the identity of a person. viii. Submission of reports having compared the thumb impressions in the documents. ix. Method of comparing fingerprints using modern technology. x. Fingerprint patterns and characteristics of ridges. xi. Classification of fingerprints xii. Laws related to fingerprints

	<p>b) Research Assistant</p> <ul style="list-style-type: none"> i. Knowledge on taking environmental measurements, biological measurements and scientific measurements on labour. ii. Knowledge on equipment used to take physical measurements of the work environment. iii. Knowledge on chemical substances and their toxicology. iv. Basic knowledge on vibration, heat, ionizing and non-ionizing radiation. v. Identification of chemical substances through analytical methods. vi. Knowledge on laboratory equipment.
	<p>c) Building Inspector, Technical Officer (Civil)</p> <ul style="list-style-type: none"> i. Knowledge on building construction and maintenance. ii. Taking quantities and preparing estimates/ knowledge on taking measurements and levels.
	<p>d) Technical Officer (Electrical)</p> <ul style="list-style-type: none"> i. Knowledge on electrical connections/ electrical circuits.
	<p>e) Draughtsman</p> <ul style="list-style-type: none"> i. Knowledge on planning and preparing estimates. ii. Drafting and understanding on drafting/ knowledge on construction technology.

9.0 General Interview

General interview will be held only to scrutinize qualifications and marks will not be given.

** N.B. - Participating in the interview should not be deemed as a fulfillment of qualifications to be appointed to the post.

10.0 Examination Fee: -

The examination fee is Rs.500/=. The examination fee should be credited to A/C No: 0071451995 of Bank of Ceylon, Narahenpita Branch of the National Institute of Labour Studies and the bank slip obtained should be firmly affixed to the application.

(It may be useful to keep a photocopy of the bank slip)

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.

11.0 Method of application

11.1 Applicants should prepare the application form according to the specimen application form appended at the end of this notification by themselves using both sides of 21 × 29 c.m (A4) size paper in such a manner so that item numbers 1.0 – 8.0 appear on the first page, 9.0 – 11.1 appear on the second page, 11.2 – 12.0 appear on the third page, 13.0 – 16.0 appear on the fourth page and 17.0 appears on the fifth page.

11.2 The application form should be prepared in the language medium in which the applicant wishes to appear for the examination.

11.3 The application forms which do not conform to the specimen application form and which are incomplete will be rejected without any notification.

11.4 This examination will be held only at examination centers established within Colombo on the 26th of September 2021.

11.5 Receipt of application forms will not be acknowledged. Any complaint with regard to application forms which are lost in the Post will not be considered.

11.6 Issue of an admission card to an applicant shall not be considered as a fulfillment of the qualifications required for the post.

11.7 The term “Open Competitive Examination for Recruitment to the Post of in the Supervisory Management Assistant –Technical Service Category of the Department of Labour”” should be clearly written on the top left-hand corner of the envelope in which the application is enclosed. (Please write the post which you wish to apply for in the blank).

11.8 The signature of the applicant in the application form should have been attested by the Principal of a Public School, a Justice of the Peace, a Notary-Public, an authorized officer of the Tri-Forces, an Officer of the Police Service bearing a gazetted position or an officer holding a tertiary or senior permanent post of the public service as per gradings of Public Administration Circular No. 06/2016.

11.9 The final decision on filling, not filling or filling part of the vacancies and all other matters shall be taken by the Commissioner General of Labour.

12.0 Forwarding of application forms

Completed application forms should be sent under registered post to reach the below mentioned address on or before 13.08.2021.

Director General
National Institute of Labour Studies
Second Floor,
Labour Secretariat
Colombo 05.

13.0 Appearing for the examination

- (a) The Director General of the National Institute of Labour Studies will issue admission cards to all applicants who have forwarded applications which are complete in every aspect, one week prior to 26.09.2021, the date of the examination. A candidate who does not produce his/ her admission card will not be permitted to sit for the examination.

- (b) A candidate should 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 the admission card with their signature attested to the Chief Examiner on the day of the examination.
- (c) If the application is not received one week prior to 26.09.2021, the date of the examination, it should be informed to the Director General , National Institute of Labour Studies through contact numbers 0112786541/0112786542.It will be more fruitful to inquire from the National Institute of Labour Studies with certified copies of your application ,payment slip and the registered post receipt.

14.0 Identity of the Candidate

Candidates should prove their identity at the examination hall to the satisfaction of the Chief Examiner for each subject they appear. The following documents will be accepted for this purpose.

- (a) National Identity Card issued by the Department of Registration of Persons
- (b) Valid Passport
- (c) Valid Driving License

15.0 Punishments for furnishing false information

If a candidate is found to be unqualified to sit for the written examination, his/ her candidature is liable to be cancelled prior to the examination, while holding the examination or subsequent to the examination or at any time thereafter. Further, if a candidate is found to have furnished any false information knowingly or has deliberately concealed any important information, he/ she shall be liable to be dismissal from service.

- 16.0 In the event of a discrepancy between the Sinhala, Tamil and English versions of this Gazette Notification, the Sinhala text shall prevail.

Commissioner General of Labour

Department of Labour

Colombo – 05

..... 2021

09. The post applied for (Put mark ✓ in the relevent cage)

Number	Post	
1	Fingerprint Inspection Officer	
2	Research Assistant	
3	Building Inspector	
4	Draughtsman	
5	Technical Officer (Civil)	
6	Technical Officer (Electrical)	

10. Grade applied for according to paragraph 3.0 of the Gazette Notification. (Put ✓ in the relevent cage)

1	Training Grade (two years training period)	
2	Training Grade (one year training period)	
3	Grade III (direct recruitment)	

11. Educational qualifications:

11.1 G.C.E. (O/L) Examination: (first attempt)

(i) Year & month of the examination:

(ii) Index number:

(iii) Results:

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

11.2 G.C.E. (O/L) Examination: (second attempt)

(i) Year & month of the examination:

(ii) Index number:

(iii) Results:

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

11.3 G.C.E. (A/L) Examination

(i) Year and month of the examination:

(ii) Index No:

(iii) Result:

	Subject	Grade
1		
2		
3		
4		

12. Professional Qualifications:

The course followed	Certificate awarding Institution	Duration of the course	Certificate Number and valid date

13. Have you ever been convicted in a Court of Law for a criminal offence ?

If so, please state particulars:

14. Have you previously been in Public Service and been terminated ?.....

If so, please state the details and reason for termination:

15. Payment of examination fee:-

15.1 Amount paid:

15.2 Bank branch to which the examination fee was paid:.....

15.3 Date of payment:.....

Paste the bank slip here firmly by one order of it.
(Keeping a photocopy of the bank slip will be useful)

16. Certificate of the Applicant:

I..... , do here by declare that I am qualified to sit for the Open Competitive Examination as per all the rules and regulations stated in the Gazette Notification and that the information given in this application form are true to the best of my knowledge. Further, I agree to act according to the rules & regulations governing the examination and agree to the cancellation of my candidature prior to, during or after the examination, without the payment of any compensation whatsoever, if it is found that I am ineligible as per the Scheme of Recruitment which includes the Provisions of this examination. Moreover, I declare that I shall be subject to the rules and regulations imposed by the Commissioner General of Labour in respect of the conduct of the examination and issue of results and also agree to perform the duties in any part of the Island, if I am selected to this post.

.....
Date

.....
Signature of the Applicant

17. Attestation of the signature of the applicant (should be as per paragraph 11.8 of the Gazette Notification)

I hereby certify that Mr./ Mrs./ Miss
(Full name of the applicant) who submits this application form is known to me personally and that he/ she has paid the prescribed examination fee and has affixed the relevant bank slip herein. The applicant placed his/ her signature before me on

Date:
(Signature of the officer attesting the signature)

Full name of the officer attesting the signature :-

Designation :-

Address :-

(Should be certified by placing the official stamp)