

Ministry of Labour

Department of Labour

Limited Competitive Examination for Recruitment to the Posts of Supervisory Management Assistant -TechnicalService 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 limited basis, according to the Provisions of the Scheme of Recruitment approved by Public Service Commission, for the below mentioned posts of Supervisory Management Assistant -Technical Service Category vacant as at 31.03.2021 in the Department of Labour, which comes under the review of the Ministry of Labour.

1.0 The posts and the number of vacancies

Serial Number	Designation	No. of vacancies
1	Fingerprint Inspection Officer	1
2	Research Assistant	1
3	Building Inspector	1
4	Draughtsman	1

1.1 Nature of the duty of the posts: 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 where 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

2	Research Assistant	<p>duties assigned by the Head of the Department</p> <p>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 the 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 analyze anthropometric measurements of employees in scientific studies on labour in workplaces, assist research officers to conduct sound tests on the sensitivity and lung functioning of employees at a workplace where necessary and other duties entrusted by the Head of the Department.</p>
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, supervision of work of the Technical Officers and other duties entrusted by the Head of the Department.
4	Draughtman	Drawing plans prepared by the Engineer and other duties assigned 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 and the experience 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 Recruitment will be based on the results of a written examination and a general interview. 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.

3.0 Qualifications

Qualifications relevant to each grade are as follows.

3.1 Educational and Professional Qualifications and Experience

3.1.1 Training Grade (two years training period)

(a) Educational Qualifications

Having passed the G.C.E. (O/L) in six subjects (06) with credit passes for Sinhala/Tamil / English language, Science and Mathematics, at not more than two sittings.

(b) Experience

Having an active and satisfactory 10 years' service experience in a permanent, departmental post of the Department of Labour in a primary or higher service category of the relevant field.

3.1.2 Training Grade (one-year training period)

(a) Educational Qualifications

Having passed the G.C.E.(O/L) in six subjects (06) with credit passes for Sinhala/ Tamil/ English language, Science and Mathematics, at not more than two sittings.

(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 the 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 Draftsmanship 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 Obtained any other technical qualification recognized by the Tertiary and Vocational Education Commission as being equivalent in each and every way 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.

With 5 years' experience in the relevant field.

(c) Experience

Having an active and satisfactory 10 years' service experience in a permanent, departmental post of a primary or higher service category in the relevant field.

3.1.3 Grade III (direct recruitment)

(a) Educational Qualifications

Having passed G.C.E (O/L) Examination in six subjects (06) with credit passes for Sinhala/ Tamil/ English language, Science and Mathematics, at not more than two sittings.

(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 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.

(c) Experience

Having an active and satisfactory 5 years' service experience in a permanent, departmental post of the Department of Labour of a primary or higher service category in the relevant field.

3.2 Physical Eligibility

All applicants shall have 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) The appointment should have been confirmed.
- (ii) Applicant should not have been punished on disciplinary grounds in terms of the Provisions of Public Service Commission Circular No.01/2020 as at the due date which should be certified by the Head of the Department.
- (iii) The officers are deemed to have possessed qualifications to sit the written examination for recruitment to the service only if the officer has satisfied all the qualifications in each and every aspect as at the date prescribed in the notification for calling applications.

4.0 **Age limit:** - irrelevant

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 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 held at the end of the extended training period will be released to their previous posts.

- 5.3 The post of Grade III is permanent. This post shall 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, the officer will be confirmed in his /her 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 the 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 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 applicable to this post is Rs. 31, 040 – 10 × 445 – 11 × 660 – 10 × 730 – 10 × 750 – Rs. 57, 550 /=-

6.2 Allowance of the training Grade as per Public Administration Circular 03/2016

First year -Rs:27,140.00

Second Year -Rs:27,440.00

6.3 The apprentices selected to a training grade should be stagnated in their previous salary scale and they will be paid an annual allowance equivalent to the starting increment of the recruited grade of the Sri Lanka Technical Service in addition to the salary, until they pass the examination conducted by the Department at the end of training period. An officer satisfactorily engaged in his training period shall be placed in the higher salary step of the salary scale applicable in the second year and the allowance will be paid further. The salaries of officers who complete their training periods satisfactorily and pass the examination held at the end of training period will be converted in terms of the Provisions of the Establishment Code amended by Public Administration Circular No:07/2000 dated 02.03.2000.

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 technical test will 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 the Public Service Commission, which shall be final.

8.0 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

<p>2. Subject related technical test</p>	<p>(a) Fingerprint Inspection Officer</p> <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 people viii. Submitting reports comparing the thumb prints of the documents ix. Methods of comparing fingerprints using modern technology x. Fingerprint patterns and characteristics of ridges xi. Classification of fingerprints xii. Laws related to fingerprints <hr/> <p>(b) Research Assistant</p> <ol 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
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	(c) Building Inspector <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
	(d) Draughtsman <ul style="list-style-type: none"> i. Planning of estimates/ knowledge on preparation of estimates ii. Knowledge on drawing plans and equipment/ knowledge on building technology

9.0 General Interview

General Interview will be held only to scrutinize the 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 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 – 13.1 appear on the second page, 13.2 – 14.0 appear on the third page, 15.0 – 16.0 appear on the fourth page, 17.0 – 18.0 appear on the fifth page and 19.0 appears on the sixth page. The applicant's signature on the application should be attested by the Head of the Division/ Office in which the applicant is serving and forwarded to reach the commissioner General of Labour on or before 13th August 2021.

- 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 at examination centers within Colombo only, on the 26th of September 2021.
- 11.5 Receipt of application forms will not be acknowledged. Any complaint with regard to the 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 “Limited 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, according to the post you wish to apply for. (Please write the post which you wish to apply for in the blank)
- 11.8 The post held by the applicant and his/ her workplace at time of applying for the examination will be applicable in respect of all the matters relevant to the examination and any change taken place after the submission of applications will not be considered.
- 11.9 The Commissioner General of Labour shall have the final decision on filling, not filling or filling a part of the vacancies and on all the other matters.

12.0 Appearing for the examination

- (a) The Director General of the National Institute of Labour Studies will issue admission cards to all the 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 his/her 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.

13.0 Identity of the Candidate

Candidates are required to prove their identity at the examination hall to the satisfaction of the Chief Examiner for each subject they appear. One of 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

14.0 Punishments for furnishing false information

If a candidate is found unqualified for the written test, 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 if a candidate has deliberately concealed any important information, he /she shall be liable to dismissal from service

- 15.0 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

.....Day of..... 2021

09. Please state the language medium in which you passed the Qualifying Examination/ Interview to enter the Post/ Service/ Grade you are serving as at 13.08.2021.

.....

10. Have you completed all the qualifications stated in paragraph 03 of the notification as at 13.08.2021?

11. The post you wish to apply (Put “✓” in the relevant cage)

Serial	Name of the post	
1.	Fingerprint Inspection Officer	
2.	Research Assistant	
3.	Building Inspector	
4.	Draughtsman	

12. The grade applying for, according to paragraph 3.0 of the notification. (Put “✓” in the relevant cage)

1.	Training Grade (Two years’ training period)	
2.	Training Grade (One year training period)	
3.	Grade III (Direct Recruitment)	

13. Educational Qualifications:

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

(i) Year and month of the examination:

(ii) Index No:

(iii) Results:

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

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

(i) Year and month of the examination:

(ii) Index No:

(iii) Results:

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

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

(i) Year and month of the examination:

(ii) Index No:

(iii) Results:

	Subject	Grade
1		
2		
3		
4		

14. Professional Qualifications

The course followed	Certificate awarding Institution	Duration of the course	Certificate No and valid date

15. Experience:

15.1 Please state the services/ Grades (a class, a grade or a segment, if any) which is a qualification for examination candidature:.....

15.2 Post held at present :.....

15.3 Does that post belong to a Departmental Post of the Department of Labour ?
(Yes /No).....

15.4 Grade:

15.5 Class/ Segment:.....

15.6 Date of Appointment to the post:.....

15.7 Date of Confirmation in the post:.....

15.8 Salary Code No:

15.9 Salary Scale:

15.10 Total period of active and satisfactory service in an approved post, as at 13.08.2021 in terms of the conditions stated under paragraph 03 of the Notification:

.....

15.11 If several service periods are applicable in order to be qualified to apply for the post, please state the details of such active and satisfactory periods of service in the table below.

Name of the Service/ Grade	Salary Code as per the relevant P.A Circular (EX. PL1 – 2016A)	Date of Appointment	Date of Confirmation

16. Payment of Examination fee:

16.1 Amount paid:.....

16.2 Bank branch to which the Examination fee was paid:

16.3 Date of Payment:

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

17. Certificate of the applicant:

I do hereby declare that I have earned all the increments during the period of five years immediately preceding 13.08.2021, and that I have completed an active and satisfactory period of service as per paragraph 3.3 II of the Notification as at 13.08.2021 and that I have not been subjected to any disciplinary punishment (other than warning) during that period.

Further, 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 this Notification and that all the particulars furnished by me in this application are true to the best of my knowledge. Moreover, I agree to act in accordance with the rules and regulations of this examination and agree to any decision that may be taken to cancel my candidature prior to, during or after the examination, without paying any compensation whatsoever if it is found that I am ineligible as per the Scheme of Recruitment which includes the Provisions of this examination. I further 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.

.....
Date

.....
Signature of the Applicant

18. Attestation of the signature of applicant (should be as per paragraph 11.1 of the Notification)

I hereby certify that Mr/Mrs/Miss.....
(applicant's full name) who submits this application is known to me personally and that he/ she paid the prescribed examination fee and affixed the relevant bank slip here in. He/ she placed the signature in my presence on.....

.....
Date

.....
Signature of the officer attesting the signature

Name in full of the officer attesting the signature:

Designation:

Address:

(To be certified by placing official stamp)

19.Certificate of the Head of the Department (referring to the personal file of the applicant)

I do hereby certify that Mr./Mrs./Miss who is submitting this application is serving in a departmental post of the Department of Labour,that he/ she has earned all the increments during the period of five years immediately preceding 13.08.2021 and that he/she has not been subjected to any disciplinary punishment (other than warning) during that period. I further certify that he/she has completed an active and satisfactory period of service ofyears (five/ ten) as per paragraph 3 of the Notification. I also certify that he/ she is qualified to appear for the examination in terms of the regulations stated in the relevant Notification and that he/she had paid the prescribed examination fee and affixed the relevant bank slip

.....

Date

.....

(Signature of the Head of the Department/ Authorized officer)

Name:

Designation:

Date:

(To be certified by official stamps)