

MINISTRY OF LABOUR

**Open competitive Examination for Recruitment to the post of
Labour officer - II of the Department of Labour - 2021**

APPLICATIONS are invited from Sri Lankan Citizens who have fulfilled qualifications stated in paragraphs 02 and 03 below as at the closing date of applications i.e. **20.01.2022**, to be recruited on open basis according to the provisions of the Scheme of Recruitment approved by the Public Service Commission to fill 59 vacancies existing in the post of Labour Officer - II of the Department of Labour which comes under the purview of the Ministry of Labour. The Application for the same has been published in the website www.doenets.lk of the Department of Examinations and applications can be submitted only through online. The application should be downloaded from the site, the relevant parts of the printout should be completed, signature of the applicants should be attested and it should be sent by registered post to reach the Commissioner General of Examinations, Institutional Examinations Organization Branch, Department of Examinations P. O. Box 1503, Colombo on or before the closing date of applications. The examination will be held in examination centers in **Colombo only, in April 2022**.

Note.- 01. It is compulsory to send the printed application through post and complaints on loss or delays of application will not be taken into consideration. The losses caused by delaying the application till the last day should be borne by the applicants themselves.

01. *Scheme of Recruitment :*

Recruitment will be done after scrutinizing the qualifications of the candidates selected according to the merit order of the results obtained at the written examination at a general Interview.

02. *Qualifications :*

2.1. *Educational Qualifications :*

(a) Having obtained a degree by a university recognized by the University Grants Commission.

or

(b) Being a lawyer who has taken oaths in Supreme Court.

2.2. *Physical Fitness :*

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

2.3 *Other qualifications :*

I. Should be a citizen of Sri Lanka.

II. Should be of excellent character.

III. All the necessary qualifications required for the post should have been fulfilled in every respect as at the date mentioned in the notification calling applications.

03. *Age Limit :*

Applicants should be not less than 21 years and not more than 35 years of age as at the closing date of applications. (Accordingly, persons whose birthday falls on or before 20.01.2001 and on or after 20.01.1987 shall be eligible to apply for this examination.)

04. *Terms of Employment and Service Conditions :*

- I. This post is permanent and pensionable. The candidates appointed to the post of Labour Officer Grade II of the Department of Labour shall be subject to policy decisions taken by the government in future in respect of the pension.
- II. The post is subject to a probation period of 03 years.
- III. 1st Efficiency Bar should be passed before the lapse of 03 years from the date of appointment.
- IV. The Provisions of Public Administration Circular No. 18/2020 dated 16.10.2020 and the circulars incidental thereto, shall apply in respect of the Official Language Policy.
- V. Selected candidates will be appointed to the post of Labour Officer - Grade II subject to the general conditions governing the appointments in the public service, Procedural Rules of the Public Service Commission, Financial Regulations, Provisions of the Establishment Code and any amendments made or to be made hereafter and the terms and conditions set out in the scheme of recruitment approved by the Public Service Commission on 26.09.2013 and any amendments made or to be made hereafter to the scheme of recruitment.
- VI. Selected candidates should serve in any part of the Island in which they are called upon to serve.
- VII. The Commissioner General of Labour holds the power to cancel the appointment of an applicant who fails to assume duties on due date in the post offered, and/or who rejects or avoids assuming duties in the appointed post or appointed area.

05. *Salary Scale :*

The Monthly salary scale applied to this post is Rs. 34,605 - 10x660 - 11x755 - 15x930 - Rs. 63,460/- (Salary code MN-05-2016 as per Public Administration Circular No. 03/2016 dated 25.02.2016.)

06. *Written Examination :*

Written Examination will consist of 02 question papers.

<i>Question Paper</i>	<i>Time</i>	<i>Maximum Marks</i>	<i>Pass Marks</i>
01. Essay and Summary	03 Hours	100	40
02. Aptitude test	01 Hours	100	40

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

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

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

Name of the Question Paper	Syllabus
01. Essay and Summary	This paper will be prepared with reference to important Political, Economic; Social Changes taken place locally and internationally.
02. Aptitude test	This paper will be prepared as a question paper to test the candidates' language and numerical abilities, logical power and decision making abilities.

08. Interview :

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

N.B. Appearing for the interview shall not be deemed as a fulfillment of qualifications to be appointed to the post.

09. Conditions of Examination :

- I. The Examination will be conducted in Sinhala, Tamil and English. The applicant may sit for the examination in any one language he prefers. All examination papers should be answered in the same language. The applicant will not be allowed to change the medium stated in his/her application. All candidates should appear for both question papers.
- II. The online application should be completed in English only. When both the soft copy of the application sent through online and the printed application sent through registered post are received by the Department of Examinations the soft copy and the printed applications will be verified. Thereafter the applicant will be informed that the Department has accepted/not accepted his/her application as a valid application by an SMS to the applicants' mobile phone through which he/she has accessed the website or through an e-mail. Please download the common instructions for filling the examination application and adhere strictly to those instructions. Any amendment done in the application after obtaining a printout of the application will not be considered valid. Incomplete applications will be rejected without notice.
- III. The examination fee is Rs. 600/-. Online payment should be made only through the below mentioned methods.
 - (i) Credit card of any Bank
 - (ii) A debit card with online payment facility
 - (iii) Online banking method, Bank of Ceylon
 - (iv) Any branch of the Bank of Ceylon (Slip Payment)
 - (v) Payment at a Post Office

Note.- 02. Instructions for payment through above method will be published under technical instructions relevant for examination in the website.

- IV. The receipt of payment will be informed through sms or an e-mail. The examination fee should be paid in full and applications with more or less than the prescribed examination fee will be rejected. The Department of examinations shall not be held responsible for errors in payment of examination fee through the above method.
- V. The examination fee, once paid shall not be refunded for any reason whatsoever and is not transferrable for any other examination.

- VI. The Signature of the applicant should be attested in both the application and the admission card. An applicant from the public service/ Provincial public Service/ Public corporation should get his/her signature attested by the Head of the Institution or any other officer authorized by the Head and in the case of other candidates he/she should get his/her signature attested by the Head of a government school/ retired officer, Grama Niladhari of the Division, Justice of the peace, Commissioner of oaths, Attorney - at - Law, Notary public, a commissioned officer of the tri-forces, a permanent staff officer in public or provincial public service, the cheif incumbent Buddhist monk of a Buddhist Vihara, the incumbent of a place of worship of any other religion or religious dignitary of any other religion.

Note.- 03. Candidates will not be permitted to the examination hall without the admission card. The candidate should only hand over the admission card with their signatures attested to the Chief Examiner. Issue of an admission card to a candidate should not be considered as fulfillment of qualifications to sit for the examination or for the post.

- VII. On the presumption that applications have been forwarded only by persons who have fulfilled the qualifications referred to in the *Gazette* notification admission cards will be issued by the Commissioner General of Examinations to the applicants who have submitted duly completed applications along with the receipt obtained by paying the prescribed examination fee on or before the closing date of applications. Immediately after the issue of admission cards to the applicants, an advertisement to that effect will be published in newspapers and official website of the Department of Examination. If the admission is not received even after two or three days of publishing the advertisement the applicant should be inquire from the Institutional Examinations Organization Branch of the Department of Examinations as mentioned in the advertisement. When inquiring the name of the Examination applied for, full name, address and NIC number of the applicant should be mentioned. If you are an applicant outside Colombo, you should notify the Department of the examinations by fax using the fax number stated in the notice, along with the above particulars and a letter of request furnishing a fax number to send you a copy of the admission card by fax. Moreover, in the event of inquiring from the Department of the Examinations it would be more useful to keep copies of the application, receipt obtained for payment of examination fee and the registered post receipt obtained for posting the application in order to confirm any information requested by the Department of Examinations. The admission cards will be published in the official website of the Department of Examinations a few days prior to the date of examination and the applicants could download the same.

- VIII. The Commissioner General holds the power of postponing or cancelling the examination.

- IX. The candidates shall be subject to the rules and regulations imposed by the commissioner General of Examinations in respect of holding the examination and issue of results. If these rules and regulations are violated the candidate shall be liable to a punishment imposed by the Commissioner General of Examinations. Issue of an admission card to a candidate for the examination shall not be considered as fulfillment of qualifications required for the post. If it is discovered that the applicant is ineligible when the qualifications are scrutinized at the interview as stated in the notice his/her candidature will be cancelled.

- X. The candidate should prove his/her identity at the examination hall to the satisfaction of the Cheif Examiner for each subject he/she appears. Any one of the following documents shall be accepted for this purpose.

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

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

XI. Issue of Results

The result sheet, including the names of the candidates who secure 40% or more marks for each subject at the written examination will be sent to the Commissioner General of Labour of the Department of Labour. Results will be personally posted to every candidate who appeared for the examination or published in the website www.results.exams.gov.lk.

Note.- 04. Issue of admission card to a candidate should not be considered as a fulfillment of qualifications required to sit for the examination or for the post.

10. Penalty for furnishing False Information:

If a candidate is found to be ineligible, his/her candidature is liable to be cancelled at any stage prior to, during or after the examination. If it is found that a candidate has furnished information with knowledge that they are false, or if he/she has willfully suppressed any material fact, he/she shall be dismissed from the Public Service.

11. Commissioner General of Labour has the power to not to fill some or all the vacancies and to take decisions on any matter for which this notice does not provide.

12. In the event of a discrepancy between the Sinhala, Tamil and English versions of this notice, the Sinhala version shall prevail.

B. K. PRABATH CHANDRAKEERTHI
Commissioner General of Labour,
Department of Labour,
Labour Secretariat,
Narahenpita,
Colombo 05.

Date : 06.12.2021

12 - 401