

PUBLIC SERVICE COMMISSION

**LIMITED COMPETITIVE EXAMINATION FOR RECRUITMENT OF ASSISTANT
COMMISSIONERS OF LABOUR (DEPARTMENTAL) TO THE EXECUTIVE SERVICE
CATEGORY IN THE DEPARTMENT OF LABOUR – 2017 (2019)**

Applications are invited under the direction of Public Service Commission, from Labour Officers in Grade I in this Department who have fulfilled below mentioned qualifications as at the closing date of the applications, in order to fill 05 vacancies exist in the post of Assistant Commissioner of Labour (Departmental)–Executive Service Category Grade III. Applications prepared according to the specimen application appended at the end of this notification should be forwarded by registered post to reach Commissioner General of Examinations, organization (Institution and Foreign Examinations) Branch, Department of Examinations – Sri Lanka, P.O.Box 1503, Colombo 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” should be clearly mentioned at top left hand corner of the envelope containing the application. If the application is prepared in Sinhala or Tamil the name of the examination should be written in English in addition to Sinhala or Tamil.

a) Application closing date will be 28th February 2019

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

01. Method of recruitment to the service

Structured interview which assigns marks for the period of service will be held only for the candidates who have passed the written examination. The candidates who have secured highest marks according to 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, salary scale applicable to this post is SL-1-2016 Rs.47,615-10x1335-8x1630-17x2170-Rs.110,895(Monthly).

(Salary will be Paid according to schedule II of the said circular)

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 have recruited to this post shall be subject to one year acting period.
- iii. In terms of Public Administration Circular No: 7/2007 (II) the proficiency level of other official language should be acquired within 05 years. Officers who entered service in a language medium which is not an official language should acquire proficiency in the official language within 03 years and the proficiency in other official language should be acquired within 06 years.
- iv. This appointment shall be subject to the procedural rules of Public Service Commission, Establishments code of 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 relevant

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

06. Age Limit

Age limit shall 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 a satisfactory level or higher performance during the period of five years (05) immediately preceding the date that the qualifications have been fulfilled.
- v. Should have earned all the increments during the 05 years immediately preceding the date that the qualifications have been fulfilled and should have not been subjected to any disciplinary punishment other than warning during that period. (Non payment of increments due to stagnation at the maximum shall not be applicable)
- vi. Should have completed prescribed Efficiency Bar Examinations.
- vii. Should have a satisfactory period of service during the period of five years (05) immediately preceding the date that the qualifications have been fulfilled.
- viii. All the qualifications required for the post should have been completed as at the date mentioned in the application to be fulfilled such qualifications.

08. 8.1 Written Examination

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

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

8.1.2 The Syllabus

	Subject	Syllabus
01.	Labour Law	<p>This question paper will be based on the below mentioned Acts and ordinance.</p> <p>Wages Boards Ordinance No. 27 of 1941</p> <p>Industrial Disputes Act No. 43 of 1950</p> <p>Employee's Provident Fund Act No. 15 of 1958</p> <p>Termination of Employment Act No. 45 of 1971</p> <p>Trade Unions Ordinance No. 14 of 1935</p> <p>Factories Ordinance No. 45 of 1942</p> <p>Employment of Women, Young persons and Children Act No. 47 of 1956</p>

		Shop and Office Employees Act No. 19 of 1954 Maternity Benefits Ordinance No. 32 of 1939 Sri Lanka Bureau of Foreign Employment Act No. 21 of 1983 Payment of Gratuity Act No. 12 of 1983 Employees Trust Fund Act No. 46 of 1980
02.	General Intelligence	This paper is designed to assess the applicant's power of comprehension and intelligence through 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, 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 consider in selection
Additional Experience (4 marks for each one year of satisfactory period of service after appointing to Labour Officer of Grade I)	100	Not applicable
Total	100	

Candidates only those who passed written examination will be qualified to appear for the general and structured interview conducted by an interview board appointed by Public Service Commission.

Candidates, who have acquired highest marks according to the total marks of both written examination and structured interview, will be recruited based on the number of vacancies.

N.B. : Opportunity given to appearing for interview does not mean that the candidate has fulfilled the qualifications to be awarded an appointment.

8.2.2. General Interview (Marks will not be given)

This interview will be held to test, the qualifications mentioned in the recruitment Scheme and in the notification published in keeping with it have been fulfilled by the candidate. And also the physical fitness of the candidate will be tested at this interview.

09. Conditions of the Examination.

- i. Examination will be held in Sinhala, Tamil and English mediums in the Examination centers in Colombo only. Applicants are able to sit for the examination in 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. Every applicant should sit for all the three question papers.
- ii. Examination fee is Rs. 1200/= It should be paid to any post office / Sub post office or 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 application by one border of it. It will be useful to keep a photocopy of the receipt with applicant.
- iii. The examination fee once paid will not be refunded under any circumstances.
- iv. This examination will be held on May 2019 /The date of examination will be informed later.
- v. Incomplete application will be rejected without notice.
- vi. The application should be prepared using a paper size of 22 cm x 29 cm in such a manner, that item numbers 01 – 04 on the first page, 05 – 10.7 on the second page, 11 – 13 on the third page and the remaining numbers on the fourth page. The relevant particulars should be clearly mentioned by the applicant's own hand writing. Application Forms, Which do not conform to the specimen application form and incomplete applications will be rejected without notice. It will be useful for the applicant to keep a photocopy of the application. It is further notified, that the applicant should check whether the prepared application form conforms to the specimen application and if not conform, the application will be rejected. Please prepare the application form according to the specimen application form appended herewith.
- vii. On the presumption that application have been forwarded by the persons who have Fulfilled the qualification 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 application along with the receipt obtained by paying the prescribed examination fee on or before the closing date of applications. Immediately after the issuance of admission cards to the applicants, an advertisement to that effect will be published in the

newspapers and official web site of the Department of Examinations, Sri Lanka. If Admission card is not received by any applicant even after 2 or 3 days of publishing the advertisement he/she should inquire from Organization and Foreign Examinations branch of the Department of Examinations, Sri Lanka. When inquiring, the name of the examination, Full name of the applicant, National Identity Card Number and Address should be mentioned correctly. In case of applicants outside Colombo it will be more fruitful to send a letter of request to the fax number mentioned in the said advertisement furnishing the above particulars and a fax number to which the copy of the Admission card should be sent. Further, it would be useful to retain a copy of the application, 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.

viii. The Commissioner General of Examination shall have the right to postpone or cancel this examination on the approval of Public Service Commission.

ix. Candidates will not be permitted to enter the examination hall without Admission card. Every candidate should produce their admission card with their certified signature, to the Chief Examiner on the day examination commence. Issuance of an admission card to a candidate should not be considered as he/she is qualified to sit for the examination or has fulfilled the qualifications required for the post.

x. Candidates are subjected to the rules and regulations made by Commissioner General of Examination in respect of conducting the examination and issuance of results. If such rules and regulations are violated by a candidate he/she shall be liable to a punishment imposed by Commissioner General of Examination.

xi. **Identity of the Candidate:**

Every candidate should prove his/her identity at the examination hall to the satisfaction of Chief Examiner. One of the following documents will be accepted for this purpose.

a. National Identity Card

b. Valid Passport.

c. Valid Driving License.

N.B.

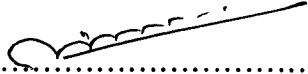
a) Any document or a copy thereof should not be attached to the application.

b) Applications of the applicants those who fail to produce documents upon request will not be considered.

xii. Every applicant should forward his/her application to the Commissioner General of Examinations through Commissioner General of Labour. Before sit for the examination every candidate should get his/her signature certified by the Head of the Division/Office where he/she works.

10. Procedural rules of Public Service Commission, circulars issued from time to time in respect of Public Service, Recruitment Scheme for Executive Service Category (Grade III) and the amendments made to it will be applicable for this post.
11. In the event of an inconsistency between the Sinhala, Tamil or English texts of this Gazette Notification, Sinhala text shall prevail.

By order of Public Service Commission.



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Secretary,
Ministry of Labour and Trade Union Relations.

H. R. Rajapaksa
Secretary
Ministry of Labour and Trade Union Relations
Labour Secretariat
Nipissa, Colombo 05.

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COMMISSIONERS OF LABOUR (DEPARTMENTAL) TO THE EXECUTIVE SERVICE
CATEGORY IN THE DEPARTMENT OF LABOUR – 2017 (2019)

01. Medium

Language medium in which 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 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):

.....

3.3 Personal address (Sinhala/Tamil):

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.....

04. Female/Male : (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. Married/Unmarried: (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 28.02.2019 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 28.02.2019

10.4 Total period of Service in the post of Labour officer as at 28.02.2019

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 28.02.2019 ?

.....

10.6 Have you earned the increments of 5 years immediately preceding the date as at 28.02.2019 ?

.....

10.7 If you have been subjected to punishments other than warnings during the 5 years immediately preceding the date as at 28.02.2019, state the particulars:

.....

11. Higher qualification at an Examination:

If you are a Graduate,

11.1 Degree:

11.2 University/ Institution:

11.3 Received date of Degree :

11.4 Effective date of Degree:

11.5 Language medium in which sit for the Examination:

12. Payment of Examination fee

Amount paid: Rs.....

Post /Sub Post Office to which examination fee paid:

Date of Payment:

Receipt Number:

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

13. Declaration of the Applicant

I do hereby declare that I have earned all the increments during the period of five years immediately preceding the date as at 28.02.2019 and that I have completed an active and satisfactory period of service as per para 4.3 as at 28.02.2019. and that I have not been subjected 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 provided by me in this application form are true and correct. I am aware that if any particular provided 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 07(d) and 7(e) of the gazette notification)

I do hereby certify that Mr/Mrs/Miss (Full name of the application) who submits this application form is personally known to me and that the prescribed examination fee has been paid and that the receipt obtained upon payment of examination fee has been pasted. Also certify that he/she 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 ofin 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. Also the application is recommended and forwarded.

Date:

Name of the head of the Department:

Signature of the head of the Department:

Designation:

(Official Frank)