No. …… (For office use only)

Medium of Language	Sinhala	
	English	

MINISTRY OF JUSTICE AND NATIONAL INTEGRATION

Specimen Application Form

For the Post of Labour Tribunal Assistant Secretary

01. (a) Name with initials (in Sinhala/Tamil) - ……
……

Name with initials (in English block letters) -……
……

(b) Full name (in Sinhala/Tamil) - ……
……

Full name (in English block letters) - ……
……

02. Permanent Address (in Sinhala/Tamil) - ……
……

03. Permanent Address (in English block letters) - ……
……

04. Address to which the letters to be sent (in English block letters) - ……
(Complete only if the permanent address will be changed.)……..

05. Telephone No. - Mobile:……. Office:……..
(WhatsApp)

06. Email Address - …….

07. National Identity Card Number :

08. Gender

Female	
Male	
Other	

09. Date of Birth – Year ……. Month ……. Date …….

10. Citizenship - ……..

11. Civil Status - ……..……

12. Present Place of Work & Designation - ……
……

13. Date of Appointment to the Management Service Officer - Grade I - …….

14. Other qualifications (please specify as per the criteria listed in the Marking Scheme.)
……
……
……
……

15. Have you ever been convicted by a Court of Law for any charge ?
[Tick (√) in the appropriate box] Yes ☐ No ☐

(If yes, give details) …….
……

16. Are there any disciplinary proceedings pending against you ?
[Tick (√) in the appropriate box] Yes ☐ No ☐

(If yes, give details) ……
……

17. If you will be selected on the order of merit, please indicate in order 03 Labour Tribunals to which you prefer to be attached.

1. .....
2. .....
3. .....

(The list of Labour Tribunals is posted on the official website of the Ministry of Justice and National Integration and your preference specified herein should not be treated as a guarantee that you will be attached to the Labour Tribunal you indicate to prefer.)

18. Certificate of the Applicant

I I declare that the above information furnished by me in this Application Form is true and correct to the best of my knowledge. I agree to bear the loss that may arise from failure to complete and/or incorrect completion of any part hereof. I further declare that all parts hereof have been completed by me correctly in all respect.

II. I also understand that if this declaration made by me proven to be false, I will be disqualified before appointment and will be liable to dismissal after appointment.

III. I will not change any of the information given herein at a later stage.

…….

Date

……

Signature of the Applicant

19. Certification of the Applicant's Signature:

I hereby certify that Mr./Ms./Miss ……, the applicant, who submits this application is personally known to me and that he/she has placed his/her signature in my presence on this date of ...../...../.....

…….

Date

……

Signature of the certifying officer

Full name of the certifying officer :.....

Designation : .....

Address : .....

(Verify affixing official seal)

20. Certificate of the Head of the Department:

I hereby certify that Mr./Ms./Miss ……, the applicant, who submits this application has been serving as a permanent / temporary / casual officer attached to this ……. *(place of work)* since ...../...../....., and that the information given by him/her above is correct, that there is/is no disciplinary matter pending against the officer, that no disciplinary matter is/is to be initiated against the officer, that he/she is eligible to apply for this post as per the notification calling for applications, that he/she can/cannot be released from the present service if he/she will selected for this post as per the rules and regulations mentioned in this notification. *(Strike words off inapplicable)*

…….

Date

……,

Signature of the Head of the Department.

Name of the Head of the Department :.....

Designation : .....

Ministry/Department : .....

Marking scheme at the structured interview

01. Knowledge of Industrial Disputes Act **10 Marks**

02. Knowledge of Judicial Sector in Sri Lanka **10 Marks**

03. Educational and Professional Qualifications

I. Certificate Courses - 10 Marks
- For a certificate course offered by a recognized government institution (02 marks per certificate for a maximum of 05 certificates.)

II. Training - 10 Marks
- For training received during the entire service period covering the subject areas of Establishments Code, Financial Regulations, Human Resource Management, Public Relations, Salaries, Discipline, Personal Files etc. including engaging in duties covering those subject areas. (02 marks per certificate for a maximum of 05 certificates.)

III. English Knowledge - 10 Marks
- For a Diploma Course - 06-12 Months (10 marks)
- For a certificate Course - 03-06 Months (05 marks)
  Other (03 marks)
  (Marks will be awarded for the Highest qualification)

IV. Computer knowledge - 10 Marks
- For a Diploma Course - 06-12 Months (10 marks)
- For a certificate Course - 03-06 Months (05 marks)
  Other (03 marks)
  (Marks will be awarded for the Highest qualification)

40 Marks

04. Seniority

Service Period of the Management Service Officers Grade 1
- 1 mark per year for a maximum of 10 years.
- 0.5 marks for a period of less than 1 year and more than 06 months.
- 0.25 marks for a period of less than 06 months and more than 03 months

Note : No marks will be awarded for a period of less than 03 months.

10 Marks

05. Work experience

- Having served as a Management Service Officer in the Labour Tribunal Secretariat of or a Labour Tribunal - 10 Marks
  (01 mark per year for a maximum of 10 years)

- Having served as a Chief Management Service Officer - 05 Marks
  (01 Marks per year for a maximum of 05 years)

Note : A service period of not less than 06 months and less than one year shall be awarded half the marks allotted for a year. However, no marks shall be awarded for periods of service of less than 03 months.

15 Marks

The information submitted regarding work experience shall be confirmed by documents issued by the relevant Department.

06. Skills demonstrated at the Interview

- Communication Ability (05 Marks)
- Leadership (05 Marks)
- Personality (05 Marks)
- **15 Marks**

Total **100 Marks**

Labour Tribunals Where the Post of Assistant Secretary has fallen vacant

Labour Tribunal Number	Address
09	Court Complex, Nuwara Eliya
10	26/4, Nursing Home Road, Hatton
19	High Court Premises, Avissawella
26	Court Complex, Lebima, Kamburugamuwa
28	Court Complex, Chilaw
33	New Court Complex, Homagama
34	Old Morawaka Magistrate's Court Building, Galdola, Kotapola
36	Welimada Road, Bandarawela
38	New Court Complex, Bailey Road, Nawalapitiya
39	Palapatwala, Matale
44	Court Complex, Ampara
Trincomalee	Court Complex, Trincomalee
Jaffna	03rd Floor, High Court Complex, Jaffna

** The above vacancies of the Labour Tribunal may vary slightly as internal transfers are also considered during the course of new recruitments.

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