

Post - Vacant

MINISTRY OF JUSTICE, PRISON AFFAIRS AND CONSTITUTIONAL REFORMS

Recruitment to the Post of Labour Tribunal Assistant Secretary to the Labour Tribunal Secretariat - 2024

APPLICATIONS are invited from the Management Assistants, Grade I in the Combined Service with the under mentioned qualifications to recruit to fill 20 vacancies in the post of Labour Tribunal Assistant Secretary in the Labour Tribunals coming within the purview of the Ministry of Justice, Prison Affairs and Constitutional Reforms. Applications forms prepared as per the specimen published in the official website of the Ministry of Justice, Prison Affairs and Constitutional Reforms should be sent by registered post to reach the “**Secretary, Labour Tribunal Secretariat, No.19, Sri Sangaraja Mawatha, Colombo 10**” on or before the closing date of application as indicated below. The words “**Recruitment to the Post of Labour Tribunal Assistant Secretary to the Labour Tribunal Secretariat**” should be written on the top left hand corner of the envelope containing the application form.

Closing date of application will be 12.08.2024

Only the Management Assistants, Grade 1 in the Combined Service can apply.

Note : No allegation that an application form or a document respecting such form has been lost or delayed in the post can be considered. Applicants who delay their applications until the last day will do so at their own risk.

1. Recruitments will be made on the basis of the structured interview to be conducted by an interview board to be appointed by the Secretary to the Ministry of Justice Prison Affairs and Constitutional Reforms, upon calling for applications.

2. Term of engagement -

This post is permanent and it is pensionable.

3. Salary Scale -

This post carries the salary scale of MN-02-2016 Rs.28,940 - 10X300 - 11X350 - 10X560 - 10X660 - Rs.47,990/-

4. Qualifications -

The officer should be a Management Assistant, Grade I in the Combined Service.

5. Method of Recruitment :

Recruitment will be made on the order of merit secured at the structured interview complied however with the number of posts fallen vacant for the time being.

The marking scheme subject to which the structured interview will be complied with, the list of the Labor Tribunals at which this post fallen vacant and the specimen application form are published in the official website (www.moj.gov.lk) of the Ministry of Justice, Prison Affairs and Constitutional Reforms.

6. The particulars of the application should be entered by the applicant in applicant's own legible handwriting. Incomplete applications, applications of applicants who do not possess the prescribed minimum requirements, applications received after the closing date of acceptance of applications and applications that are not in conformity with the specimen form are liable to be rejected without notice. It is useful for the applicant if a copy of the original completed application may be retained in safe custody. The applicants should also see that their completed applications are as per the specimen in every respect as the non-compliance with the specimen may also render the application rejected. Therefore, applications should be prepared as per the specimen application form. Receipt of applications will not be acknowledged.

Every applicant must forward the application through the respective Head of the Department at which the applicant presently serves.

7. Any matter not mentioned herein will have to be decided by the Secretary to the Ministry of Justice, Prison Affairs and Constitutional Reform. All applicants are obliged to be bound to follow the general rules and regulations mentioned in this notice of calling for applications.
8. In the event of any inconsistency between the Sinhala, Tamil and English texts of this notice, the Sinhala text shall prevail for all purposes.

M.N. RANASINGHE,
Secretary,

Ministry of Justice, Prison Affairs and Constitutional Reforms
28.06.2024.

No.
(For office use only)

Medium of Language	Sinhala
	Tamil