

**Ministry of Justice and National Integration**

**First Efficiency Bar Examination for the Post of Labour Tribunal Stenographer in the Multifunctional Segment I of the Management Assistant Non-Technical Service Category of the Labour Tribunal Secretariat -2026**

- 1.0 Notice is hereby given that, in compliance with the provisions laid down paragraph 08 of the scheme of recruitment approved by the Public Service Commission by its letter PSC/EST/06-01-32/05/2019 dated 13.02.2020, the Efficiency Bar Examination for Labour Tribunal Stenographers, Grade III is scheduled to be held in July, 2026 by the Non-Judicial Officers' Training Institute.
- 2.0 This Efficiency Bar Examination for Labour Tribunal Stenographers, Grade III will be held at the College of Technology, Maradana.
- 3.0 **Qualifications**—Officers holding permanent appointment in the post of Labour Tribunal Stenographers, Grade III are eligible to apply.
- 4.0 Applicants shall forward their applications through the Labour Tribunal President/ Additional Magistrate to reach the **Director, Non-Judicial Officers' Training Institute, No. 19, Sri Sangharaja Mawatha, Colombo 10** by registered post, on or before 29.05.2026. The words "**First Efficiency Bar Examination for the Post of Labour Tribunal Stenographer-2026**" should be indicated on the top left-hand corner of the envelope enclosing the application. Applications received after the closing date of applications and are incomplete will be rejected.
- 5.0 All candidates must establish their identity for each subject for which they sit at the Examination Hall to the satisfaction of the Supervisor. For that purpose, any of the following documents will be accepted:
- I. National Identity Card
  - II. Valid Passport
  - III. Valid Driving License
- Candidates who fail to produce any of the above-mentioned identity documents may get their candidature cancelled. The Candidates are subject to rules and regulations imposed in relation to conduct of the examination. In case of such rules or regulations are violated, the candidates may be subject to undergo any punishment to be imposed.
- 6.0 (I) The Applications should be prepared on A4 size papers to appear the items from 1.0 to 2.3 of the specimen form of application on the first page and the remaining items to appear on

the next pages. Despite the application can be prepared in typed-written, it must in fact be filled in correctly and clearly by the applicant's own legible handwriting. The application must be prepared in strict compliance with specimen form appended at the end of this notice and each applicant is permitted to submit only one application and photocopies of the application will not be accepted. Applications that do not comply with the specimen application form and that contain incomplete information will be rejected without any notice. In case of the application forms in Sinhala language, the name of the examination indicated in the heading of the application for the examination must also be stated in English in addition to Sinhala. Further, care should be exercised by the applicant to ensure that the application conforms to the specimen form of application provided for in this notice and that it has been correctly completed by incorporating all required information. It is also advisable for the applicant to keep a photocopy of the application with his/her safe-custody.

**(II)** Applicants should be very careful to provide accurate information in filling the application form. If any candidate is found to be ineligible to appear for the examination as per the rules and regulations of this examination, his/her candidature may be cancelled at any time before, during or after the examination.

Note - Issuance of the Admission Card to an applicant shall not be deemed to be an acceptance that he/she has fulfilled the qualifications to appear for the examination.

**(III)** No examination fee shall be payable by the officers applying for this examination for the first time. However, in case of subsequent sittings, the officers shall pay an examination fee of Rs.500/- in cash for the entire examination, to be credited to the Account number 176100199025184, People's Bank, Mid City Branch in favour of the Ministry of Justice and National Integration and the receipt obtained in the name of the applicant in proof of the payment should be affixed so as not to be detached in the relevant place provided in the application form. It will be advisable to safe-keep a photocopy of the receipt. This fee will not be refunded under any circumstances. The fee paid for this examination will not be allowed to be transferred to any such other examination.

**7.0** The applicant's signature on the application form and the examination Admission Card should be attested by the Labour Tribunal President/Additional Magistrate or by an officer authorized by him.

**8.0** On the first day of the examination, candidates should surrender their Admission Cards with their signature attested, to the Invigilator.

**9.0** Officers who have received the Admission Cards issued by the Non-Judicial Officers' Training Institute are required be granted duty leave by the Labour Tribunal President /Additional Magistrate in accordance with the provisions of Section 19 of Chapter XII of the Establishments Code enabling them to sit for the examination.

**10.0** Applicants will not be permitted to change the medium of language applied for the examination at a later stage.

11.0 Candidate must secure at least forty percent (40%) of the total marks allocated for the subject to pass at the examination.

Note: This limit of minimum mark is subject to future policy decisions being taken by the Public Service Commission.

12.0 For the purposes of the Official Language Policy, all officers should prepare their applications in the official language and fill them in the same language.

13.0 The results sheet containing the results of all candidates who appeared for the examination will be published on the website of the Ministry of Justice and National Integration.

14.0 Details of the examination-

	Subject Area	Duration	Total Marks	Pass Mark
01.	Shorthand and Computer Typing (English)	01 Hour	100	*40%
02.	Shorthand and Computer Typing (Sinhala / Tamil)	01 Hour	100	*40%

\* This shall be subject to policy decisions being taken by the Public Service Commission.

15.0 Syllabus of the Examination

	Subject	Syllabus
01.	Shorthand and Computer Typing (English)	A test to measure the ability to transcribe a paragraph which is read continuously for 5 minutes, inshore hand at a speed of 120 words per minute and type the same notes at a speed of 40 words per minute.
02.	Shorthand and Computer Typing (Sinhala / Tamil)	A test to measure the ability to transcribe a paragraph which is read continuously for 5 minutes at a speed of 90 words per minute, in shorthand and type the same notes at a speed of 12 words per minute.

16.0 Any matter not referred to herein will be decided by the Secretary, Ministry of Justice and National Integration.

Sgd/ Ayesha Jinasena, P.C.  
Secretary, Ministry of Justice and National Integration  
17.03.2026  
No. 19, Sri Sangharaja Mawatha  
Colombo 10.

**Specimen Form of Application**

**First Efficiency Bar Examination for the Post of Labour Tribunal Stenographer in the Multifunctional Segment I of the Management Assistant Non-Technical Service Category of the Labour Tribunal Secretariat -2026**

කම්කරු විනිශ්චය සහ ලේකම් කාර්යාලයේ කළමනාකරණ සහකාර - තාක්ෂණික නොවන බහුකාර්ය  
බණ්ඩාරස්වාමිගේ කම්කරු විනිශ්චය සහ ලඝු ලේඛක තනතුර සඳහා වන  
පළමු වන කාර්යක්ෂමතා කඩඉම් පරීක්ෂණය- 2026

Subject/ Subjects in which you  
Are to sit at the examination

Medium of Language in which you are  
to sit at the examination

Shorthand and Computer Typing (English)	<input type="checkbox"/>
Shorthand and Computer Typing (Sinhala/Tamil)	<input type="checkbox"/>

English - 01

Sinhala/Tamil - 02

(Write the number in the relevant  
cage.)

(Mark ✓ in the relevant cage)

01. 1.1 Full Name (in English block letters) -

.....

(Illustration- HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDHANA)

1.2 Name (in English block letters) with the last name followed by the initials of the other  
names): .....

(Illustration- GUNAWARDHANA, H.M.S.K)

1.3 Full Name (in Sinhala/Tamil):

.....

2.0 Service Station and Address

2.1 Name and address of the Office/Department/Institution (in English block letters):

.....

2.2 Name and address of the Office/Department/Institution (in Sinhala/Tamil):

.....

2.3 Address to which the Admission Card should be sent (in English Block letters):

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3.0 Gender – Female -1   
 Male -2   
 Other -3

(Write the number in the relevant cage.)

4.0 National Identity Card No. 

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5.0 Telephone No.-Mobile: 

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 Landline: 

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6.0 Date of appointment : .....

7.0 7.1 Whether you applying for the examination for the first time? .....  
 7.2 If you are not applying for the examination for the first time, the examination fee paid: .....  
 7.3 Branch of the Bank : .....  
 7.4 Bank receipt number: .....  
 7.5 Date: .....

Affix here the bank receipt so as not to be detached.  
 (It is advisable to safe-keep a photocopy of the bank receipt)

8.0 Citification of the Applicant

I declare that the above information are true and correct, and that I am entitled to appear for the examination in the medium of language mentioned above, and that I am applying for the examination for the ..... time and therefore, I do not need to pay the examination fee or that the receipt of the examination fee of Rs. .... paid to the credit of the account number ..... of the..... Bank ..... Branch on .....is attached above. I hereby further declare that I agree to abide by the decisions made by the Secretary to the Ministry of Justice and National Integration or the Non-Judicial Officers' Training Institute regarding the conduct of the examination and the release of the results and all regulations pertaining thereto.

Date- .....

.....  
 Signature of the Applicant

**Certification of the Labour Tribunal President/Additional Magistrate**

I hereby certify that,

1. I verified the above information,
2. The officer \* has appeared /has not appeared for this examination before,
3. he/she is applying for this examination for the ..... time and is eligible to be exempted from the examination fee/has paid the prescribed examination fee and attached the bank receipt,
4. The officer \* placed his/her signature in my presence on .....,
5. The officer \* is eligible to appear for this examination.

*\* Strike off the words inapplicable.*

.....  
Signature and Official Stamp of the  
Labour Tribunal President/Additional Magistrate

Name - .....  
Designation - .....  
Address - .....  
Date - .....