

Ministry of Justice and National Integration

Second 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 II 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 II will be held at the Ministry of Justice and National Integration.
- 3.0 **Qualifications**—Officers should in the post of Labour Tribunal Stenographers, Grade II 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 "**Second 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, of Rs.250/- per subject 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 to 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-

| | Question Paper | Duration | Total Marks | Pass Mark |
|-----|---------------------------------------|--------------|-------------|-----------|
| 01. | Office Systems and Accounting Methods | 02 Hours | 100 | *40% |
| 02. | Computer Literacy Test | 01 1/2 Hours | 100 | *40% |

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

15.0 Syllabus of the Examination

| | Question Paper | Syllabus |
|-----|---------------------------------------|---|
| 01. | Office Systems and Accounting Methods | <p>Office systems</p> <ul style="list-style-type: none"> • To test knowledge of the basic office systems used in public offices and the ability to apply that knowledge practically. • To test knowledge of Chapters I, II, III, VII, VIII and XII of the Establishments Code. <p>Accounting Methods</p> <ul style="list-style-type: none"> • To test the understanding and knowledge of the basic accounts used in public offices and functions of the Finance Act. |
| 02. | Computer Literacy Test | <p>To measure the knowledge on the following.</p> <ul style="list-style-type: none"> • Basic computer parts and their Importance • Software and Hardware • Word processing |

| | | |
|--|--|---|
| | | <ul style="list-style-type: none">• Presentation and use of images• Spreadsheets |
|--|--|---|

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

Second 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
 බණ්ඩාරස්වාමිගේගේ කම්කරු විනිශ්චය සහ ලඝු ලේඛක තනතුර සඳහා වන
 දෙවන කාර්යක්ෂමතා කඩඉම් පරීක්ෂණය- 2026

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

| | |
|--|--|
| Office Systems and Accounting Methods | |
| Computer Literacy Test | |

(Mark ✓ in the relevant cage)

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

English - 01

Sinhala/Tamil - 02

(Write the number 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):

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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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.....

Certification of the Labour Tribunal President/Additional Magistrate

I hereby certify that,

1. I have 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 -