

# Post Vacancies

## Ministry of Justice

### Recruitment to the Post of Stenographer on contract basis

Applications are invited from the citizens of Sri Lanka having physically fit and exemplary character to recruit to the post of Stenographer (three posts) in Sinhala / Tamil / English in the Ministry of Justice on contract basis.

#### Qualifications and experience

- Should have possessed 05 years experience in Stenography in Sinhala / Tamil / English working in a public or private institution.
- Preference will be given in the selection to those who have working ability with maximum speed.

#### Salaries and allowances

- All inclusive of monthly allowance will be paid and it will be negotiable.

#### Terms and conditions of service

- Selected applicants will be recruited for a period of 06 months and this period may be extended on exigencies of the service of the Ministry in achieving its objectives and performance.
- Maximum age limit will not be considered .
- Duties are required to be discharged in Colombo and the selected applicants are agreeable to engage in duties outside normal office hours.

#### Method of recruitment

Successful applicants will be selected on the basis of order of merit to be secured at the practical test and at the interview to be conducted by a Selection Board from and amongst the eligible and qualified applicants.

Applicants who wish to apply for the above post should send a self-prepared application together with copies of certificates indicating experience and qualifications on or before 05.10.2020 by registered post to the following address or to the following facsimile No. or email address.

For further information,

**Additional Secretary (Administration) 0112438181**

**Senior Assistant Secretary (Administration) 0112331535**

**Secretary,**

**Ministry of Justice, Colombo 12.**

**Fax No. 0112 438181/0112331535**

**E-mail ministryofjustice123@gmail.com**

Date : 25th September, 2020