

Method of awarding marks at the Structured Interview

**01. Familiarity with the Industrial Disputes Act. - 10 Marks**

**02. Acquaintance with the 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.  
(Maximum of 05 certificates and 02 marks per certificate.)

II. Trainings - **10 marks**

- For the training obtained during the entire service period covering the subject areas of duties in the sphere of the Establishments Code, Financial Regulations, human resource management, public relations, salaries, discipline, personal record of files etc.  
(Maximum of 05 certificates and 02 marks per certificate.)

III. Proficiency in English Language – **10 marks**

- For a diploma course - 06-12 months **(10 marks)**
- For a certificate course - 03-06 months **(05 marks)**  
- Others **(03 marks)**

(Marks are awarded for the highest qualification.)

IV. Computer literacy - **10 marks**

- For a diploma course - 06-12 months **(10 marks)**
- For a certificate course - 03-06 months **(05 marks)**  
- Others **(03 marks)**

(Marks are awarded for the highest qualification.)

- **40 marks**

**04. Seniority**

**- 10 marks**

For the service period in the post of Management Assistant, Grade I

- (Maximum of 10 years at a rate of 01 mark per year)
- 0.5 mark for less than one year and more than 06 months
- 0.25 mark for less than 06 months and more than 03 months

**Note:**

- Marks are not awarded for the period less than 03 months.

**05. Service experience**

- Working as a Management Assistant attached to the Labour Tribunal Secretariat of a Labour Tribunal. **- 10 marks**
  - (Maximum of 10 years and 01 mark per year.)
  - Working as a Chief Management Assistant **- 05 marks**
  - (Maximum of 05 years and 01 mark per year.)
- 15 marks**

**Note:**

- **For work experience, half of the marks awarded per year is given for such period of not less than 06 months and not more than one year. However, marks are not awarded for service periods less than 03 months.**
- **Particulars furnished regarding the work experience are required to be confirmed by documents issued by the relevant institutions.**

**06. Skills shown at the interview**

**- 15 marks**

- Communication skills **(05 marks)**
- Leadership **(05 marks)**
- Personality **(05 marks)**

**Total**

**- 100 marks**