

scheduled to be conducted in May, 2020 by Commissioner General of Examination. This test will be held in the towns stated, hereunder. Towns and numbers denoting the towns are as follows. Commissioner General of Examination shall reserve rights to cancel the Examination Center and to determine alternative examination centers in accordance with the second choice of the candidate due to inadequate number of candidates applied or any other valid reasons. Further, under circumstances where there is an inadequate number of candidates for all or most of such proposed Examination Centers, the Commissioner General of Examination shall take steps to conduct the said examination in Colombo.

<i>Town</i>	<i>Town No.</i>
Colombo	01
Kandy	02
Galle	03
Jaffna	04
Ampara	05
Anuradhapura	06
Badulla	07
Rathnapura	08
Kurunegala	09

The Head of the Department shall reserve powers either to postpone or cancel the examination.

03. *Service Conditions.*– Recruitment for the post of Registrar Service Grade II of Class III shall be accomplished subject to the General Conditions pertaining to the Appointment of Public Service and other relevant conditions set out, hereunder.



## REGISTRAR GENERAL'S DEPARTMENT

### **For the Post of Registrar Service Grade II of Class III Open Competitive Examination for Recruitment - 2020**

APPLICATIONS are hereby called for recruitment of 17 posts in Registrar Service Class III Grade II in the Registrar General's Department.

02. *Examination.*– Candidates will be recruited for this post according to the highest marks of the Written Test,

- I. This post is permanent and pensionable. Selected candidates shall contribute to the Widows' and Orphans' Pension scheme and Widowers' and Orphans' pension scheme.
- II. selected candidate shall be subject to the relevant provisions of the Establishments Code and Financial Regulations and Department Orders and other Regulations ,Orders that already issued or may be issued by the Government, from time to time. Further, subject to Section 10-12 of the Chapter II of the Establishment Code and chapter of volume I of the Procedural Rules of Public Service Commission of Democratic Socialist Republic of Sri Lanka.
- III. Selected candidates will be required to undergo training as decided by the Authorized Officer in charge of recruitment.

IV. New entrants to the Public Service shall be subject to a probation period of Three (03) Years.

V. Public Servant who are already in service shall be appointed to the post on Acting Basis.

VI. New entrants of the Public Service shall be subject to a probation period of Three (03) years.

VII. On confirmation of the appointment of the Officers who are selected from the public service shall cease to be a member of the previous service and not entitled for reversion to the previous position.

04. *Salary Scale.*– MN 5-2016 - Rs. 34,605-10x660-11x755-15x930- Rs. 63,460 PAC 03/2016.

05. *Age Limits.*– Candidates should be not less than 21 and not more than 35 years of age on the closing date of the application. (Accordingly, only the candidates who are born on or before 24th day of February 1999 and on or after 24th day of February 1985 Shall be eligible to apply for the post).

06. *Qualifications.*– Candidates should have fulfilled following qualifications as at 24th day of February 2020.

I. Should be a citizen of Sri Lanka and should possess sound moral character. Candidates should physical and mentally be fit to serve any part of the Island and to duly perform the duties of the post.

II. Should be a graduate of a university recognized by the University Grants Commission (UGC).

or

III. Should have passed final examination at the Law College and given Oaths as an Attorney-at-Law at a Supreme Court.

07. *Recruitment Procedure.*– It is specified in the Chapter -II. It is mandatory to obtain a minimum 40% or more marks for each subject to pass the Examination. Candidates who score highest of the examination will be called for interview in descending order of aggregate marks obtained. General interview shall be conducted exclusively to scrutinize the certificates.

08. *Examination Fee.*– The Examination fees is Rs. 600.

This fee should be paid by case to any post office/sub post office to be credited to the Revenue Head 20-03-02-13 of the Commissioner General of Examination and the receipt obtained in favor of the candidates name before closing date

of the application and an edge of the receipt should duly be affixed in the relevant place of the application. No money orders or stamps will be accepted as examination fees and under no circumstances, the fees paid for the examination shall be refunded or transferred for any other examinations. It would be advisable to retain a photocopy of the receipt with the candidate.

09. *Method of Application :*

(a) Application must be in comply with the specimen form appended hereto. Name of the Examination depicted in the heading of Application should be written in English in both Sinhala and Tamil applications. Application should be prepared, using both side of the paper sized 8 1/2' x12' and the specimen application should be formulated in such a manner to include Nos. 1-7 in the first page and the rest in the second page. Applications those are not in comply with specimen application form and incomplete applications shall be rejected without any further notice. Candidates should revisit the duly filled applications to make sure whether those are in comply with Specimen Application Form depicted in the notice, and applications that are not in comply with Specimen Application Form shall be rejected. It would be advisable to retain a photocopy of the application with the candidate.

(b) Application form should be filled in the same language in which the candidate is eligible to sit for the examination.

(c) Applications must be forwarded by registered post to reach to the Commissioner General of Examinations, Organization (Institutional and Foreign Examination Branch) Department of Examinations - Sri Lanka, Pelawatta, Battaramulla on or before 24.02.2020. The words " Competitive Examination for Grade II of Class II, Registrar Service -2020" must be clearly written on the top left hand corner of the Envelop of the application. Applications received after the closing date will be entertained.

*Note.*– Candidates who are employed in from Public/ Local Government Authorities should forward their applications through respective head of the departments.

(d) Applications that are not dull been filled by all means may be rejected. No complaints with regard to loss of applications, postal delays shall be entertained.

- (e) Receipt of applications will not be acknowledged. Admission cards to the applicants whose applications are complete in all aspect will be issued by the Commissioner General of Examination. A newspaper notification will be published by the Department of Examinations as soon as the admission cards are issued to the applicants. If the admission cards are not received even after 2-3 days of such newspaper notification, steps should have to be taken to notify the Organization and Foreign Examination Division of the Department of Examinations in the manner notified in the newspaper notification. Such inquiry must be made together with the correct name of the examination, Full name National Identity Card Number and the Address of the applicant. In case the applicant is out of Colombo, It would be more effective if you fax the aforesaid particulars together with the letter of request furnishing a Fax No. to which the Admission Card should be sent. In such context, it is important to produce the copies of application and receipt of registration retained by you to confirm any particulars inquired by the Department of Examinations.

10. *Entrance to the Examination Hall :*

- I. A candidate who sit for examination should furnish the Admission card together with signature attested to the Supervisor of the Examination Hall. No candidate who fails to furnish the said admission card shall be permitted to sit for the examination.
- II. Candidates should sit for the examination hall assigned to him/her. Every candidate is subject to general rules and regulations that should be followed by the candidates.
- III. Issuance of admission card to a candidate shall not be considered as the candidate has fulfilled the requisite qualification to sit the examination.

11. *Identity of Candidate.*– Candidate should prove the his/her identity at the examination hall to the satisfaction of the supervisor. For this purpose, only any of the following documents will be accepted;

- I. National Identity Card
- II. Valid passport
- III. Valid Driving License

12. *Furnishing false information :*

- (a) If a candidate is found ineligible his/her candidature is liable to be cancelled at any stage prior to, during or after the examinations.
- (b) Candidate are subject to rules and regulations imposed by the Commissioner General of Examination. Candidates are liable to a penalty determined by the Commissioner General of Examinations in case of breach of aforesaid rules and regulations.

13. Actions for any other factors not considered in these regulations, will be taken in accordance with the decision taken by Public Service Commission.

14. *Procedure of the Examination :*

(i) *Medium :*

- (a) Application may be produced either in Sinhala or Tamil medium.
- (b) Candidates should answer all the questions in the medium stated in the Application.
- (c) No candidate will be permitted to change medium of examination which is stated in the application

(ii) *Subject and syllabus :*

The examination will include question :

<i>Subject</i>	<i>Subject No.</i>	<i>Time</i>	<i>Maximum Marks</i>	<i>Pass Marks</i>
Aptitude	01	01 hour	100	40
General Knowledge	02	01 hour	100	40
Language & Essay	03	01 hour	100	40

Syllabus :

<i>Question paper</i>	<i>Syllabus</i>
<b>Aptitude</b> This Question paper consists with 50 multiple choice and short questions	This question paper is developed to assess rational and analytical skills and the skills of candidates to arrive at valid conclusions on the non-verbal expressions.
<b>General knowledge</b> This Question paper consists with 50 multiple choice and short questions. All questions should be answered.	This question paper is developed to assess the general knowledge of the candidate on social and cultural context of Sri Lanka and current situations, scientific and industrial development that are locally and internally significant.
<b>Language Proficiency</b> This paper consists of short and structured questions. All questions should be answered.	This question paper is developed to assess skills of the candidates on presenting the views and consents, compiling and elaboration upon the given topics and themes.

15. Under circumstances where there is any misinterpretation in this notice that is published in all three media namely Sinhala, Tamil and English, under such scenario, actions shall be taken upon the Notice publish in Sinhala medium.

N.C. VITHANAGE,  
Registrar General.

Registrar General's Department,  
No. 234/A3,  
Denzil Kobbekaduwa Mawatha,  
Battaramulla.  
On this 13th day of November 2020.

SPECIMEN APPLICATION FORM

REGISTRAR GENERAL'S DEPARTMENT

OPEN COMPETITIVE EXAMINATION FOR RECRUITMENT TO THE POST OF REGISTRAR SERVICE GRADE II OF CLASS III -2020

For office use only

Medium:

(Write the relevant letter in the cage)   
(Sinhala - 2) (Tamil - 3)

	<i>Town</i>	<i>No.</i>
01		
02		

State the Town and relevant No. intended to sit for examination,  
as per the *Gazette*

01. (i) Full Name : \_\_\_\_\_.  
*Example: HARATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDANA*  
(In English Block Capitals)  
(ii) Name in full (Sinhala/Tamil) : \_\_\_\_\_.
02. Full address :
- I. Permanent Address of residence (In English Block Capitals) : \_\_\_\_\_.
- II. District of permanent residence : \_\_\_\_\_.
- III. Address to which the admission should be sent : \_\_\_\_\_.  
(In English Block Capitals)

03. Sex : (Write relevant No. in the cage)

- I. Male - 0
- II. Female - 1

04. Marital status : (Write relevant No. in the cage)

- III. Married - 1
- IV. Unmarried - 2

05. National Identity Card :

5.1 Date of birth : Year :     Month :   Date :

5.2 Age as at 24.02.2020 : Years :   Months :   Days :

06. Mobile Telephone No.:

07. Under which paragraph of Notice for Examination, you are eligible to apply for the examination. Whether 6 (II) or 6 (III) : \_\_\_\_\_.

7.1 If under paragraph 6 (II)

Degree : \_\_\_\_\_.

Date qualified : \_\_\_\_\_.

If under Paragraph 6 (III)

Date of taking oaths as a Attorney-at-Law at the Supreme Court : \_\_\_\_\_.

08. 

Firmly affix here an edge of receipt of the payment (Retain a copy of the receipt with you)

Particulars of payment receipt of Examination Fees :

- I. Office where the examination fee was made : \_\_\_\_\_.
- II. No. and the date of the receipt : \_\_\_\_\_.
- III. Amount paid : \_\_\_\_\_.

09. Affirmation of the candidate:-

I do affirm that the information furnished by me in this application are true and accurate. Further, I do declare that the receipt No. .... Dated ..... of the payment of examination fee has been affixed hereto. I also agree to be bound by the rules governing the examination and any decision that may be taken to cancel my candidature prior to, during or after the examination, if it is found that I am ineligible and shall be dismiss from the appointment without any compensation.

Date : \_\_\_\_\_.

\_\_\_\_\_,  
Signature of Applicant.

10. Attestation of Applicants' Signature :

I hereby certify that Mr./Mrs./Miss ..... (full name) who submits this application is known to me personally and that he/she placed his/her signature in my presence on ..... Further I do certify that he/she has paid the relevant examination fee and affixed the receipt hereto.

\_\_\_\_\_,  
Signature of Applicant.

Name : \_\_\_\_\_.  
Post : \_\_\_\_\_.  
Address : \_\_\_\_\_.  
(Please place the official frank)

11. Recommendation of the Head of the Department :

I hereby certify that Mr./Mrs./Miss ..... who is submitting this application is serving this in this department and the particular furnished by him/her are true and accurate and further he/she could be released from his/her present post, if selected for the position.

\_\_\_\_\_,  
Signature of Head of Department.

Date :\_\_\_\_\_.

Name :\_\_\_\_\_.

Designation :\_\_\_\_\_.

Address :\_\_\_\_\_.

(Please Place the official frank)