

Amendment  
**PUBLIC SERVICE COMMISSION**  
**State Ministry of National Security and Disaster Management**

REGISTRAR GENERAL'S DEPARTMENT

FOR THE POST OF REGISTRAR SERVICE CLASS I OF GRADE III OF EXECUTIVE SERVICE CATEGORY RECRUITMENT UNDER  
LIMITED STREAM- 2015(2020)

IN pursuant to the Order of the Public Service Commission, applications are hereby called from eligible candidates in Registrar Service Class II of this Department as at 26.05.2015 for the post of Registrar Service Class I Grade III in the Registrar General's Department, to fill 13 existing vacancies, on the basis of Limited Competitive Examination. Duly filled applications in accordance with the Specimen Application form attached hereof should only be forward by registered post to Registrar General, Registrar General's Department, No. 234/A3, Denzil Kobbekaduwa Mawatha, Battaramulla to reach on or before the date stated hereunder. The words "**Recruitment under Limited Stream- 2015(2020) for the post of Registrar Service Class I of Grade III**" should clearly notified top left hand corner of the envelope containing the application. Further, the name stated in the caption should be written in English in addition to Sinhala in Sinhala Applications and specified in English in addition to Tamil in Tamil Applications.

Closing date for applications: **19.07 2021**

*Note:* Hand delivered applications shall be entertained under no circumstances and no complaints made with regard to lose of applications, letters on postal delay shall be considered. Applicants are liable to bear the losses, damages caused by delaying application until the closing date.

*01. Method of recruitment to service*

Upon the results of the written competitive examination conducted by Commissioner General of Examinations, Candidates who score highest of the examination will be recruited in descending order of marks obtained, amongst the candidate who score 40% or above for each question paper. Qualifications of the applicants will be scrutinized by interview board approved by the Public Service Commission. No marks will be granted for the interview. Number of appointments and effective date for the appointment will be determined by the order of the Public Service Commission.

*02. Conditions of Service*

- 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. Recruited officers shall be subject to an acting period of One (01) year.
- III. As per the Public Circular 1/2014, the recruited officer shall obtain prescribed language proficiency before expiry of five years of service in the post.
- IV. This post shall be subject to procedural regulations and conditions set out in the recruitment procedure of the Public Service Commission.
- V. First Efficiency Bar Examination should be passed before expiry of Three (03) years after appointment to the post of Registrar Service Class I Grade III
- VI. Your medium qualified for the appointment shall be the medium that is stated in the application

*03. Salary Scale*

This post shall be entitled for a monthly salary scale of Rs. 47,615-10x1,335-8x1,630-110,895 (SL- 1-2016) as per the Schedule I of the Public Administrative Circular No. 03/2016 dated 25.02.2016.

#### 04. Qualifications

Experience: been confirmed in the Registrar Service Class II in the Registrar General's Department  
: Completion of Three (03) years of satisfactory service in Registrar Service Class II  
: Completion of Five (05) years of satisfactory service prior to the date of calling for Application  
Age Limits : Nor relevant

#### 05. Physical Fitness

Every applicant should possess sound physically fitness to serve any part of the sri Lanka and to accomplish duties of the post.

#### 06. Other qualifications :

- Applicant should possess an outstanding character
- Applicant should have completed Five (05) years of satisfactory service prior to the date of promotion in the service.
- Should have fulfilled all required qualifications for the recruitment prior to 26.05.2015

#### 07. Written Examination

- This Examination will be conducted by Commissioner general of Examinations
- Examination will be conducted in all Three (03) languages
- Medium applied for the examination will not be then changed
- Written test will be comprised with following question papers

<i>Question Paper</i>	<i>Time</i>	<i>Total Marks</i>	<i>Pass Marks</i>
Registration of documents and Title Registration	3.00 hrs	100	40
Registration of Marriages, Births and Deaths	3.00 hrs	100	40

#### v. Syllabus

<i>Name of the Question Paper</i>	<i>Syllabus</i>
Registration of documents and Title Registration	<p>A. Order imposed by the Registrar General with regard to Registration of documents and Title Registration</p> <p>B. Circulars and directions issued from time to time by the Registrar General with regard to Registration of documents and Title Registration</p>
Registration of Marriages, Births and Deaths	<p>A. Order imposed by the Registrar General with regard to Registration of Marriages, Births and Deaths</p> <p>B. Circulars and directions issued from time to time by the Registrar General with regard to Registration of Marriages, Births and Deaths</p>

#### 08. Method of Application

- Application must be prepared in 22-29cm size A-4 paper so as to appear captions from 01 to 06 on the first page and the rest of the caption in 2nd and 3rd pages using either side of the paper and relevant details should be clearly enter by your own hand writing. Application that are not compliance with the specimen applications forms and the incomplete applications will be rejected without any notice. It is useful to retain a photocopy of the relevant application.

II. Signature of the applicant should be attested by a Senior Deputy Registrar General or Deputy Registrar General.

09. Examination Fees

I. Examination Fees is Rs. 2,000/=

II. Receipt for deposit of examination fees in favor of the Registrar General Account No. 7041650 at any branch of Bank of Ceylon Island wide prior to the closing date of application should be affixed in the prescribed cage. Examination fees will not be refunded. It will be useful to retain a photocopy of the receipt with you.

N.B: (Remarks)

- A. It is required to place the date frank on the date of receipt of the application duly filled and forward by the officers and to obtain the attestation of the Head of the Department affirming the accuracy of the particular stated in the application, on or before the closing date. It is the responsibility of the applicant to forward the application prior to the due date enabling to accomplish the above.
- B. Admission for the examination will be forward to official address under the name of the officer.
- C. Public Service Commission shall reserve rights not to grant the appointment under circumstances where any candidate shall be found unqualified for the appointment under regulations and provisions that in force at the time of appointment of as a consequence of unfavorable conduct at service.
- D. Public Service Commission shall determine to fill a certain number of vacancies or not to fill existing vacancies and any other aspects that are not stated in this regulations.

10. This post shall be subject to procedural regulations of the Public Service Commission, circulars issued from time to time with regard to public service and conditions and amendments made to approved recruitment procedure for the recruitment for executive grade in the Registrar General's Department.

11. In case of any discrepancy or incompliance shall be found in this notification that is published in Sinhala, Tamil and English media, under such circumstances, actions shall be taken as per the notification published in Sinhala Medium.

By order of the Public Service Commission,

Secretary,  
State Ministry of National Security and Disaster Management.

21st May, 2021.

**Competitive Examination to recruit for post of Registrar Service Class I of Grade III of Executive Service Category under Limited Stream- 2015(2020)**

Language Medium of Examination	
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(Specify in the relevant cage : Sinhala -1 Tamil - 2 English-3)

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(for official use only)

- 1.0 1.1 Name with initial : .....  
(In English BLOCK CAPITALS)  
Ex: GUNAWARDANA, M.G.B.S.K
- 1.2 Name with initial : .....  
(In Sinhala/Tamil)
- 1.3 Names denoted by initials : .....  
(in English BLOCK CAPITALS)

1.4 Names denoted by initials :.....  
 (In Sinhala/Tamil)

2.0 Service Station and Address :

2.1 Name and Address of the office/department/institute (in English BLOCK CAPITALS) : .....

2.2 Name and Address of the office/department/institute (In Sinhala/Tamil) : .....

2.3 Address to that the admission should be posted (in English BLOCK CAPITALS) : .....

3.0 Gender

Female -1

Write the relevant number

Male - 2

4.0 Date of Birth Year     Month   Date

5.0 Age as at closing date of application Years   Months   Dates

6.0 04. National Identity Card No. :

7.0 (a) (i) Date of the first appointment to the public service .....  
 (ii) Service appointed to .....  
 (iii) Number of the Appointment Letter .....  
 (iv) Date .....

(b) (i) Date of the first appointment to Registrar service II .....  
 (ii) Number of the Appointment Letter .....  
 (iii) Date .....  
 (iv) Date of confirmation of service in Registrar Service II .....

(c) Details of disciplinary actions during the period service

<i>Disciplinary Order</i>	<i>Time period of the occurrence of offence as per charge sheet</i>	<i>No. and date of the Disciplinary Order</i>

(d) Active and satisfactory period of service of qualification in Registrar Service II that should be completed as at 26.05.2015 as per the conditions set out in para 06 of the circular.: .....

8.0 Affix the Cash Receipt, firmly

i. Name and branch of the bank to which money was paid .....

9.0 Declaration of the candidate:- I declare that I have earned all salary increments during the period of last five years prior to 26.05.2015, I have performed an active and satisfactory Service period as per the conditions set out in chapter 06 of the circular and further I have not subjected to any disciplinary action except from warning during the period of my service. Further, I do declare that I shall be subject to all orders imposed by the Public Service Commission with regard to issuance of examination results.

\_\_\_\_\_,  
 Signature.

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

**Note** : The Applicant shall place the signature before a Senior Deputy Registrar General or Deputy Registrar General.

**Attestation of Applicants' Signature :**

I do hereby certify that Mr./Mrs/Miss ..... (full name), an officer in Registrar service Class II in the Registrar General's Department, placed his/her signature before me.

\_\_\_\_\_,  
Signature of attester official frank.

Date : \_\_\_\_\_.  
Name : \_\_\_\_\_.  
Title : \_\_\_\_\_.  
Address : \_\_\_\_\_.

**Attestation by the Head of the Department**

I do hereby certify that Miss/Mrs. Mr ..... has been serving in the Class II in the Registrar General's Department, particulars furnished hereof are true and accurate, she/he has earned all of the salary increments during the last five years prior to 12.05.2015 (except for the salary increment which is a condition of passing the service or departmental examination), she/he performed an active and satisfactory period of service as per the chapter 06 of the circular, she/he had not been subjected to any disciplinary action for any offense (except warnings) during the entire period of service and as per the conditions set out in the circular, she/he is eligible to appear for the interview.

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

Date : \_\_\_\_\_.  
Name : \_\_\_\_\_.  
Title : \_\_\_\_\_.  
Address : \_\_\_\_\_.

(Affix the official frank)