

## **Examinations, Results of Examinations & c.**

### **PUBLIC SERVICE COMMISSION**

#### **Ministry of Public Administration, Provincial Councils and Local Authorities Registrar General's Department**

#### **RECRUITMENT TO GRADE III OF CLASS I OF THE REGISTRAR SERVICE OF THE REGISTRAR GENERAL'S DEPARTMENT UNDER LIMITED SCHEME-2025**

APPLICATIONS are called, on the direction of the Public Service Commission, from the Officers who are in the active service as at 17.03.2024 with the following qualifications to fill 03 vacancies existing in Class I of Grade III of the Registrar Service of the Registrar General's Department, under Limited Scheme.

The application for this purpose is published in the website [www.doenets.lk](http://www.doenets.lk) of the Department of Examinations, Sri Lanka through "Online Applications-Recruitment Exams/E.B.Exams" under "Our Service" and the applications can strictly be submitted online. Accepting online applications will be commenced on **01<sup>st</sup> of September 2025 at 9.00 a.m. and end on 26<sup>th</sup> of September 2025 at 9.00 p.m.** After submitting the application online method, it should be downloaded and the relevant parts of the printed copy should be filled in hand writing and should be sent to reach to the Sri Lanka Department of Examinations, by registered post on or before the closing date of the applications with the certification of the head of the department certifying the signature of the applicant.

Officers should handed over a copy of the application to the head of the department to include into attach their own personal file and, at the calling for the interview, a copy of the application which is certified by the head of the department and a letter of confirmation in the service should be submitted.

#### **1. Method of Recruitment**

Based on the results of the written examination, candidates who secure 40% or more marks for each question paper will be recruited on the order of marks. The qualifications of the candidates will be verified by a Board of Interview approved by the Public Service Commission. Marks will not be awarded for the interview.

Further, according to the Circular No.01/2024 of Public Service Commission, When filling vacancies in the order of merit, if, at any point, the number of candidates with equal marks exceeds the remaining number of vacancies, Public Service Commission may decide to make further selection from those candidates who have secured equal marks, if there is a current requirement to fill the vacancies. This selection process is composed of the following :

- I. A written test to assess the ability of the candidates
- II. Merit based interview.

The effective date of the appointment will be the date of issue of appointment letters or a later date as decided by the Public Service Commission.

#### **2. Conditions of deploying in the Service and Service Conditions:**

- I. This post is permanent and pensionable. Contribution should be made to the widows' and orphans' Pension Scheme.
- II. The Officers appointed for this post is subject to a probation period of one year.
- III. In accordance with the provisions of Public Administrative Circulars 18 /2020 and dated 16.10.2020, and circulars thereof, language proficiency of prescribed other official language/languages should be obtained.
- IV. This appointment will be subject to the conditions, orders No. PSC/EST/2/1/25/1/4/2011, approved by the Public Service Commission and the orders and conditions in the service minutes of the executive service of the Registrar General's Department dated 22.10.2013, the amendments that have already been made or could be made

in future to the same service minute, general orders and conditions governing the appointments of the public service, Procedural Rules of the Public Service Commission, provisions of the Establishments Code and Financial Regulations of the Democratic Socialist Republic of Sri Lanka, and also to other departmental conditions, orders.

- V. Should pass the First Efficiency Bar examination in accordance with the service minute within three years (03) from appointing of Grade III of Class I of the Registrar Service.
- VI. It is not allowed to change the language medium applied later and the language medium eligible for your appointment is the language mentioned in the application by you.

### 3. Salary Scale :-

This post is entitled to the monthly salary scale of Rs. 82,150-10x2,400-8x2,940-17x3,900-195,970/ (SL-1-2025) as per the provisions of the Public Administration circular No.10/2025 and dated 25.03.2025.

### 4. Qualifications :-

#### 4.1 Educational Qualifications :-

Not applicable

#### 4.2 Experience :-

- Permanent appointment in Grade II of the Registrars Service of the Registrar General's Department.
- Having completed a satisfactory period of 03 years of service in Grade II of the Registrar Service
- Should not have any disciplinary punishment in accordance with the provisions mentioned in Public Service Commission Circular No.01/2020 and amendments therein

#### 4.3 Physical Suitability :-

Every candidate should be physically and mentally sound enough to serve in any part of the Island, perform duties of the post.

#### 4.4 Other Qualifications :-

- Applicants should be a citizen of Sri Lanka,
- Applicants must have an excellent moral character,
- Should have fulfilled all the necessary qualifications required to recruit to the post by the closing date of the applications.

#### 4.5 Age Limit :-

Not applicable

### 5. Written Examination :-

- 5.1 Candidates are subjected to the rules and regulations imposed by the Commissioner General of Examinations on conducting the examination and issuing the results. He or she shall be liable to be subjected to a punishment imposed by the Commissioner General of Examinations in case of violation of these rule and regulation.
- 5.2 Examination shall be conducted in all three languages. Candidates will not be allowed to change the medium of examination produced by them in the application form.
- 5.3 Written examination consists of the following question papers :-

<i>Question Paper</i>	<i>Duration</i>	<i>Total Marks</i>	<i>Pass Marks</i>
Document Registration and Title Registration	03 hours	100	40%
Registration of Marriage, birth and death certificates	03 hours	100	40%

#### 5.4 Syllabus related to the written examination

<i>Name of the Question paper</i>	<i>Curriculum</i>
Registration of documents and registration of titles	(a) Orders imposed by the Registrar General on registration of documents and registration of titles (b) Circulars and instructions issued time to time by the Registrar General on registration of documents and registration of titles
Registration of marriages, births and deaths	(a) Orders imposed by the Registrar General on registration of marriages, births and deaths. (b) Circulars and instructions issued time to time by the Registrar General on registration of marriages, births and deaths.

#### 6. Examination Conditions:

- 6.1 Candidates can sit the examination in any one of languages of their choice. Candidates should answer all question papers in the same language. Candidates will not be allowed to change the medium of examination produced by them in the application form. Every candidate should answer all question papers.
- 6.2 Fee for this examination is Rs. 1200/=. Payment of examination fees should be made strictly using the following methods provided by the online system.
- I. Through any Bank Credit Card,
  - II. Any Bank Debit Card with the facility of internet transaction,
  - III. Online Banking method of bank of Ceylon,
  - IV. Any Branch of the bank of Ceylon.
- Note:*
- (a) The instructions on payment through the above methods are published under the technical instructions related to the examination in the website
  - (b) The receipt of payment shall be acknowledged through SMS or e-mail. The total/ full amount due examination fee should be paid and applications of the candidates, who have made payments more or less than the prescribed examination fee, will be rejected. Department of Examinations shall not bear responsibility on the errors that occur when paying the examination fees through the above methods.
  - (c) Under no circumstances the examination fee shall be refunded or allowed to be transferred in favour of another examination.
- 6.3 This examination will be held in Colombo in the month of November 2025. The date of the examination will be notified later.
- 6.4 Uncompleted applications shall be rejected without notice.

*Note:* No candidate is allowed to enter the examination hall without the admission card. Only an admission card in which the signature of the candidate is attested should be presented to the supervisor on the date of commencement of the examination.

- 6.5 The issuance of an admission card to a candidate shall not be considered as an acceptance that he/ she have fulfilled the qualifications to sit for the examination or for a post.
- 6.6 Online applications should be filled in English medium only. The candidates will be notified that the soft copy submitted online is accepted/not accepted as a valid application by the department through SMS sent to the mobile number used to access the system or by an e-mail sent to the e-mail address. Download the common instructions sheet prepared for applying for the examination before filling the online application. Strictly follow these instructions when filling the application. Any amendment made in the application after taking a printed copy of the application

will not be considered as a valid amendment. Incompleted applications shall be rejected without notice. Applications received after the closing date will not be accepted.

- 6.7 The Commissioner General of Examinations shall issue admission cards to the applicants, who are within the age limit prescribed in the notification and have paid the prescribed examination fees and submitted the duly completed applications online on or before the closing date of applications, on the presumption that only those who have the qualifications mentioned in the examination notice have applied. Immediately after the issuance of admission cards to the candidates, a notice thereon will be published in the official website of the Department of Examinations. If the admission card is not received within 02 or 03 days of publishing the notice, steps shall be taken to notify the Institutional Examination Organization Branch of the Department of Examinations in the manner specified in the advertisement. The name of the examination, full name and address of the applicant should be clearly mentioned when making an inquiry in the said manner. It would be more effective to send a letter of request to the fax number mentioned in the notification furnishing a fax number to which a copy of the admission card can be obtained without delay in case of applicants outside Colombo. It would be advisable to keep the following in hand to prove any matter inquired by the Department of Examinations: *i.e.* A printed copy of the application and the receipt obtained by paying the examination fee kept at your possession.
- 6.8 With the approval of the Public Service Commission, the Commissioner General of Examinations has the power to either postpone or cancel the examination.
- 6.9 All candidates should prove their identity to the satisfaction of the supervisor of the examination hall for each paper they sit. Any of the following documents shall be accepted for this purpose.
- I. The National Identity Card,
  - II. A valid Passport,
  - III. A valid Sri Lankan Driving License.
- 6.10 Moreover, all candidates should enter the examination hall without covering their face and both ears, so that the examination staff may easily verify their identity. Any candidate refusing to prove the identity is not allowed to enter the examination hall. Further, once entered the examination hall, all candidates should keep their face and both ears open until leaving the hall, so that the examination staff may verify their identity.

Should be considered:

- (a) The applications of the applicants who are unable to submit the relevant documents in an instance of informing to submit the documents will not be considered.
- (b) Admission will be sent to the official address of the applicant in the name of the applicant by registered post.
- (c) If such applicant who is eligible for the appointment will be considered as non-eligible at the instance of awarding of the appointment under the regulations and provisions authorized, or subject to the unsatisfied work, behavior or the power of non-awarding of the appointment is with the Public Service Commission.

## 7. Furnishing False Information

If such information mentioned in the application furnished by you is found to be false or incorrect before the selection, your candidature or selection is liable to be cancelled.

If such information is found to be false or incorrect after selection, action may be taken for the person in question to be dismissed from service.

- The final decision on any matter that does not include in this notice rests with the Public Service Commission. The power of taking final decision for filling vacancies or non-filing or filling part of the vacancies is with the Public Service Commission.

8. In case of any discrepancy arises among the phrases of this notice, which is published in Sinhala, Tamil and English languages, the Sinhala notice will be considered as the correct one.

As per the order of the Public Service Commission,

S. ALOKABANDARA,  
The Secretary.

Ministry of Public Administration,  
Provincial Councils and Local Government.  
On 31st day of month July, 2025.

08-325

## MINISTRY OF JUSTICE AND NATIONAL INTEGRATION

### Department of Prisons

#### OPEN COMPETITIVE EXAMINATION FOR THE RECRUITMENT OF PRISON GUARD - 2025

APPLICATIONS are called from qualified Sri Lankan citizens for the Open Competitive Examination to Recruitment for vacant positions of Prison Guard (Female/Male) in the Department of Prisons- Sri Lanka.

- ◆ This examination is to recruit for the Post of Prison Guard under Police and Other Regulatory Services in the Department of Prisons-Sri Lanka

**Note: Applicants who pass the written examination will have to appear for a physical fitness test as stated in sub-sections (1), (2), and (3) of Clause 12 of this notice and a suitability assessment interview. Therefore, only applicants with qualifications mentioned in those clauses are expected to apply.**

#### 02. Examination Date and Conducting Examination:

This examination will be held in November, 2025 in main cities across the island mentioned in Schedule - 1. The city you wish to appear for the examination must be clearly indicated with its number from the provided schedule. You will not be allowed to change the city later. However, if there are not enough applicants to set up an examination center in a particular city, applicants will be directed to a center established in the city mentioned as their second choice on the application or a nearby city. If there are not enough applicants to establish examination centers in all or most of the proposed cities, the Commissioner General of Examinations will arrange the examination to be held only in Colombo.

#### Schedule - 1

Schedule No. 05	
Colombo	01
Kandy	02
Galle	03
Jaffna	04
Batticaloa,	05
Kurunegala	06
Anuradhapura	07
Badulla	08
Rathnapura	09