

PUBLIC SERVICE COMMISSION

Recruitment to the Executive Category of Grade III (Limited) Post of Assistant Registrar of Companies in the Department of Registrar of Companies under the Ministry of Industry and Commerce

APPLICATIONS are invited from persons who have following qualifications mentioned under No. 2, for full fill 01 (One) vacancy in Executive Category of Grade III Post of Assistant Registrar of Companies in the Department of Registrar of Companies.

1. *Recruitment Procedure.*- Applicants, who got highest marks on the results of structured interview, held by the interview board, out of the applicants who full filled the qualifications, mentioned in the notification, will be recruited for the number of one (01) vacancy by the Public Service Commission.

2. *Qualifications :*

2.1 *Educational and Professional Qualifications :*

(i) Being an Attorney-at-Law or being a Company Inspector in the Department of Registrar of Companies ;

and

(ii) If he/she is an Attorney-at-Law, should have 5 years satisfactory service at the Department of Registrar of Companies.

If he/she is a Graduate Company Inspector, should have 10 years satisfactory service at the Department of Registrar of Companies.

2.2 *Physical Fitness.*- Every candidate shall have sufficient physical and mental fitness to serve in any part of Sri Lanka or Abroad and discharge the duties of the post.

2.3 *Other :*

- (i) Must be a Citizen of Sri Lanka,
- (ii) Must have excellent moral character,
- (iii) All qualifications, needed to recruit to this post, should have been fulfilled as at the closing date of applications.

3. *Conditions of employment and service conditions :*

- (i) This post is permanent and pensionable. Should contribute to the Widows/Widowers and Orphans Pension Scheme.

(ii) Appointment will be subjected to an acting period of one (01) year. As mentioned in the Scheme of recruitment, 1st Efficiency Bar examination should be fulfilled within 03 years from the appointment to Executive Category of Grade III Post of Assistant Registrar of Companies.

(iii) In terms of Public Administration Circular No. 01/2014 and circulars, incidental thereto, proficiency in other official language, in excess to the language, recruited to the service, must be obtained, within 05 years from the appointment and the officers who recruited by the language other than official language should obtain prescribed official language proficiency within the period of probation.

(iv) This appointment is subjected to procedural rules of Public Service Commissions, the Establishment Code of the Democratic Socialist Republic of Sri Lanka, Financial Regulations and Departmental other orders.

4. *Salary Scale.*- Salary Scale of Rs. 47,615 - 10x1,335 8x1,630 - 17x2,170 - Rs. 110,895 is entitled for this post according to the SL-1-2016 of Public Administration Circular No. 03/2016.

5. *Structured Interview :*

(i) Structured Interview will be conducted by the Interview Board appointed by the Public Service Commission.

(ii) Following marking scheme will be based for the structured interview.

<i>Scoring Areas</i>	<i>Maximum Marks</i>
1. Additional Educational Qualifications	30
2. Additional Professional Qualifications	10
3. Proficiency in English	25
4. Additional Experience	30
5. Skills in the interview	05
	100

6. *Method of Application :*

- (i) Application should comply with the specimen application and if not which will be rejected

without notice. Applicant should prepare their application, in their own handwriting, in both sides of A4 size paper with No. 01 to 06 appearing in 1st page and rest in next pages. A photocopy of the application is keeping with you will be useful.

- (ii) Applications should be sent under registered cover to reach the Secretary, Ministry of Industry and Commerce, Galle Road, Colombo 03 on or before 21.04.2017. Applications, received after that date will be rejected. The envelope enclosing the application should be marked "Application for the "Executive Category of Grade III Post of Assistant Registrar of Companies in the Department of Registrar of Companies (Limited)" on the top left hand corner.
- (iii) Applications, without conformity with the specimen application form, will be rejected. Inquiries about applications lost or delayed will not be accepted.
- (iv) All the applicants, deemed as qualified, who have submitted application on due dates, will be called for the interview by the Secretary of the Ministry of Industry and Commerce. Even though it is not considered that the applicant is fulfilled the required qualifications.

7. *Identity of the candidate.*- Following identity cards will be accepted to certify the identity of his/her, in the interview :

- (i) Identity Card issued by the Commissioner of Registration of Persons,
- (ii) A valid passport.

8. *Furnishing false information.*- Your candidature will be repealed, if any information mentioned in the application, being detected as incorrect or false, before the recruitment. If such information being detected after the recruitment, action will be taken to demise from the service, subject to the procedure relevant thereto.

9. If there is any matter not mentioned in this notice, the final decision of such matter will be taken by the Public Service Commission. Public Service Commission reserves the right to filling, non-filling or partly fills the vacancies.

10. In the event of any inconsistency between the Sinhala, Tamil and English texts of this notification, Sinhala text shall prevail.

By order of the Public Service Commission,

CHINTHAKA S. LOKUHETTI,
Secretary,
Ministry of Industry and Commerce.

07th April, 2017.

SPECIMEN APPLICATION

RECRUITMENT TO THE EXECUTIVE CATEGORY OF GRADE III (LIMITED) POST OF ASSISTANT REGISTRAR OF COMPANIES IN THE DEPARTMENT OF REGISTRAR OF COMPANIES UNDER THE MINISTRY OF INDUSTRY AND COMMERCE

01. 1.1 Name with initials, initials at the end :———. 1.2 Full Name (English capital letters) :———. 1.3 Full Name (Sinhala/Tamil) :———.
02. 2.1 Permanent Address (English capital letters) :———. 2.2 Permanent Address (In Sinhala/Tamil) :———. 2.3 Telephone Number :———.
03. 3.1 Date of Birth : Year :———. Month :———. Date :———. 3.2 Age as at 21.04.2017 : Years :———. Months :———. Days :———.
04. 4.1 Sex : Write the relevant number in the box : Male : 0 Female : 1 4.2 Whether married/unmarried :———.
05. 5.1 Whether a Sri Lankan Citizen :———. (Please mention by decent or Registration) 5.2 Nationality :———. 5.3 National Identity Card Number :———.
06. Mention the language you sat for the interview/examination for the post of service/class as at 21.04.2017 :———.
07. 7.1 Have you complete the qualifications mentioned in paragraph 02 of the *Gazette* ? :———. 7.2 Professional qualification and experience : Either being an Attorney-at-Law or being a Company Inspector in the paragraph 2.1 of the *Gazette*, what is your qualification ? :———.

7.3 Professional qualification :

Date of sworn at Supreme Court as Attorney-at-Law :————.

Registration Number :————.

7.4 Professional experience as at 21.04.2017 : Years :————. Months :————. Days :————.

7.5 Service/grade which qualify for the application :

Existing post :————.

Grade :————.

Class/Category :————.

Appointment Date :————.

Permanent Date :————.

If the service periods are relevant for application, give particulars in following table :

<i>Name of Service/Grade</i>	<i>Date of appointment</i>

7.6 Period of satisfactory service as at 21.04.2017 of approved service under paragraph 02 of the *Gazette* :

7.7 Educational Qualifications (if necessary) :

<i>Name of the Degree and Year</i>	<i>University/ Institute</i>	<i>Registration Number</i>	<i>Internal/External</i>	<i>Subjects</i>	<i>Class of the pass</i>	<i>Effective date of the degree</i>

08. 8.1 Whether you have been convicted in a court :————.

8.2 If yes, Details :————.

09. Certificate of Applicant :

I hereby declare that I have not been penalized for any disciplinary action (except warnings) and that the satisfactory service in Department of Registrar of Companies is (five/ten) as at 21.04.2017 according to the paragraph 2.1(ii) of the *Gazette* and all increments have been earned (except increments imposed by the service or Department examinations) within previous five/ten years before 21.04.2017.

I hereby certify that the particulars furnished by me in this application are true and accurate and I am suitable for the interview as per the *Gazette* notice. I agree that if any particulars contained therein are found to be false and incorrect, before or after the interview I'm liable to disqualify and dismissal.

_____,
Signature of Applicant.

Date :————.

10. Certificate of the Department Head (According to personal file) :

I hereby certify that Mr./Mrs./Miss. who forward this application, have not been penalized for any disciplinary action (except warnings) and that the satisfactory service in Department of Registrar of Companies is years (five/ten) as at 21.04.2017 according to the paragraph 2.1(ii) of the *Gazette* and all increments have

been earned (except increments imposed by the service or Department examinations) within previous five/ten years before 21.04.2017 and that the qualifications have been completed for the interview according to the *Gazette* notice and placed his/her signature to the application in my presence on

_____,
Signature of Department
Head and Common Seal.

Name :_____.

Position :_____.

Date :_____.