

REGISTRAR GENERAL'S DEPARTMENT

Notary's Preliminary Examination- 2016/2017

IT is hereby notify that the examination for recruiting artialed clerks to train for the post of Notary in Sinhala and Tamil Mediums, will be held on the August of 2017. The town and number of the town in which the applicant wishes to sit the examination as per Schedule 01 shall be indicated as first and second choice on the order of preference. Candidates are not allowed to change the town in which they apply to sit the examination. At the instances where the number of candidates apply for a certain town, is not sufficient to maintain an examination centre, they will be directed to the town which they have indicated as second preference. If there is not sufficient number of candidates even at the second centre, the candidates will be directed to an adjoining city. However the Commissioner General of Examination shall take action to conduct the examination only at Colombo if it is found that there is no sufficient number of applicants at all or most of examination centers.

2. (i) Examination is will be conducted by the Commissioner General of Examination and Candidates are bound by the rules prescribe by him.
- (ii) The rule enacted for candidates have been published by the *Gazette* and breach of this rules prescribe by Commissioner General of Examinations is a punishable act.

3. Hundred Appointments will be made by Hon. Minister of Home affairs, according to the result of the examination base on Districts and ratio of ethnicity.

4. Qualification :

I. Education Qualifications-

The Candidate shall have passed-

- (i) At least six subjects including Mathematics, English, Sinhala or Tamil at the G.C.E(O/L) Examination is not more than Two sittings with credit passes for any three of those subjects and
- (ii) Three subjects (excluding the genral test) at the G.C.E(A/L) Examination in one sitting

II. Other Qualifications-

The Candidate Shall-

- (i) be a Sri Lanka Citizen
- (ii) be not be less than 20 years and not more than 50 years of age to the closing date of application
 - Hence, the candidates whose Birth date is on or before 12.06.1997 and birth date on or after 12.06.1967 is legible to sit for the examination.
- (iii) have an excellent character.
- (iv) be of adequate physical and mental capacity to discharge the dutites of the profession.
- (v) not be convicted of any criminal offence by a court of Law.

5. *Applications*.- Headings 1-3 should be appeared in 1st page and other should be appeared in page 3 and 4. Application shall be submitted in the language in which the candidate intends to practice and shall be in his own hand writing. The title of the examination appearing in the specimen should be indicated in English language as well, on both Sinhala and Tamil application forms. As incomplete Applications and Applications which are not prepared in accordance with the specimen from will be rejected without any notice, please double check the application whether duly filled, prepared according to the specimen and affixed the receipt and entered the details. It may useful to retain photocopies of the application and Receipt by the candidate.

- (i) Application should be sent by post on or before 12.06.2017 to the Commissioner General of Examinations, Organization & Foreign Examination Branch, Department of Examinations, P.B 1503, and Colombo. Notary's Preliminary Examination-2016/2017" should be clearly written on the top left hand corner of the envelope containing the application.
- (ii) Penalty for Furnishing False Information- The candidate should be very careful to include the correct particulars in the application . If it is found that any candidate is not eligible according

to the rules and regulations of this examination his/her candidature can be cancelled at any time before, during or after the examination. Further, if it is found that any information furnished by a candidate is false he/she is liable to dismissal at any time from the post of Notary.

6. The examination fee of Rs. 500 should be paid before the closing date of applications at any Post Office/ Sub Post Office to be credited to Revenue Head 2003-02-13 of Commissioner General of Examinations. The receipt obtained should be affixed in the relevant cage of the application so as not to be detached. A photo copy of the receipt should be kept for further reference. Under no circumstances the examination fee will be refunded and money orders and stamps are not accepted.

7. A candidate shall be required to prove his identity at the examination hall to the satisfaction of the supervisor for each subject he offers. For this purpose, any of the following documents shall be accepted:

(a) National Identity card issued by the Department of Registration of Persons:

(b) A valid passport.

7.1 Candidate's signature in both Application and Admission should be attested. In case the applicant is from a Institution, the Head of the Institution or power delegated officer should have attested or otherwise attested by a Principal/ Retired officer, of a Government School, Grama Niladhari of the Division, a Justice of the peace, Commissioner of Oaths, Attorney –at-Law, Notary public, Commissioned Officer in the Armed Forces or an Officer holding a Staff Grade post in Public/Provincial Service or Chief incumbent of Buddhist Temple or Head Clergy of any other Religious place in the Police Service or an Officer holding a permanent whose annual initial salary is more than Rs. 240,360.

7.2 The Attested admission should be hand over the admission card to the supervisor on the same day he presents himself for the examination.

8. Candidates are subjected to rules and regulations imposed by the Commissioner General of Examinations on conducting the examination and they are liable to be subjected to a punishment imposed by him/her for breach of these rules.

9. Commissioner General of Examinations will send the Admission cards by post to the candidates of. A paper notice will be published by the Department of Examinations once the admission issued. A candidate, who does not receive the admission card within 2 to 3 days should be notified to the Department of examinations with the copy of the application, copy receipt that paid the exam fees, copy of receipt that register the envelop with full name and Address of the candidate, Identity card No. and Name of the Examination.

If the candidate is out of Colombo, mentioning a fax number along with the other details and fax the request letter to the given number in the notice will be benefitted to obtain the copy of admission soon. In such instance, copies of the letter of request and the registration receipt should be retained with the candidate

Note.– The issue of an admission card to a candidate does not necessarily mean that he or she has the requisite qualifications to sit for the examination.

10. This examination will be held in Sinhala/Tamil medium and no candidate will be allowed to change the medium of language indicated in his/her application.

(11) 11.1 Examination procedure :

Ref. No.	Subject	Marks	Time	Subject No.
01	Mathematical Skills	100	02	01
02	Comprehension	100	02	02
03	General Knowledge	100	01	03

11.2 Syllabus/Structure of the paper :

Name of the paper	Syllabus
Mathematical Skills	The Question paper is designed to measure the mathematical ability of G.C.E(O/L) Answers should be given to all questions
Comprehension	The question paper is designed to test the Candidate's knowledge of Language Skills and Grammar The ability of essay writing, summarization of a given passage, answering the question from given passage, grammatical correcting of given incorrect sentence and combining given sentences together is measured. Answers should be given to all questions
General Knowledge	The paper consists of with 50 multiple choice questions and short answer type questions related to important current affairs on the fields of economic, Social, Cultural Political, Scientific affairs Sports, Health, Legal and , locally Internationally Answers should be given to all questions

07. I intend to serve as an articulated clerk under Mr.
 Attorney-at-Law of the supreme Court :

08. The zone and the language in which I purpose to practice are (Zone) and (language) respectively :_____.

09. Examination fees :

(i) Office paid examination fee	:
(ii) Receipt No. and date	:
(iii) Amount paid	:

Affix the receipt not to be removed.
Keeping a copy of the receipt will be beneficial

10. I do honorably certify that the particulars furnished by me in this application are true and accurate to the best of my knowledge. I agree to accept the disadvantage occurs due to any incompleteness of any part of here and to fill incompletely the application. Further state that the each part of here, accurately completed.

11. I am liable to be disqualified before selection and to dismissal after appointment, if this statement declared by me is found to be false.

12. Further I declare that I am bound by the rules and regulations imposed by the Commissioner General of Examinations in relation to conduct of this examination and issuing results.

13. Any information stipulated here will not be changed.

14. Signature of the Applicant.

Date :_____.

Attestation of the signature of the applicant :

I certify that Mr./Mrs./Miss who forwards this application is personally known to me and he/she has paid the relevant examination fee and the receipt is affixed in the application. He/she signed this document on 2014 before me.

_____,
Signature of the Attester.

Date :_____.

Name of the Attester :_____.

Designation :_____.

Address :_____.

(Official Frank)

SCHEDULE I

Town and Town Nos. of the Examination Centers

<i>Town</i>	<i>Town No.</i>
Colombo	01
Gampaha	02
Kalutara	03
Kandy	04
Matale	05
Nuwara Eliya	06
Galle	07
Matara	08
Hambanthota	09
Jaffna	10
Mannar	11
Vavnia	12
Mulative	13
Kilinochchi	14
Batticaloa	15
Ampara	16
Trincomalee	17
Kurunegala	18
Puttalam	19
Anuradhapura	20
Polonnaruwa	21
Badulla	22
Monaragala	23
Ratnapura	24
Kegalle	25