

Post - Vacant

PUBLIC SERVICE COMMISSION

Ministry of Public Administration, Provincial Councils and Local Government Registrar General's Department

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

APPLICATIONS are called, on the direction of the Public Service Commission, from the officers who are in active service as on the last date of calling applications with the following qualifications to fill 03 vacancies existing in Class I of Grade III of the Registrar Service in the Registrar General's Department, under Merit Scheme.

(a) The Closing date of calling application is **26.09.2025**.

Note: No complaints shall be considered to the effect that an application or related documents connected therewith were lost or delayed in the post. Any loss that may cause due to the delay in submitting the application until the closing date will have to be borne by the applicants, themselves.

01. Method of Recruitment

The candidates among who have been completed the qualifications mentioned in the notice, the candidates who will be obtained highest marks on the result of structured interview of which marks will be given for service experience and skills, conducted by an interview board which is appointed by the Public Service Commission, after confirmed by the appointing authority by examining so as to complete the relevant other qualifications, will be recruited for the vacancies. The structured interview will be held in accordance with the procedure of awarding marks approved by the Public Service Commission. (mentioned under No.05).

The effective date of the appointment will be the date on which the appointment letters are issued or a later date as decided by the Public Service Commission.

02. 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.

03. Salary Scale.

As per the provisions of Public Administration Circular No. 10/2025 dated 25.03.2025, the monthly salary scale applicable to this post is Rs. 82,150 -10x2,400 - 8x2,940 - 17x3,900 - 195,970/- (SL-1-2025). In accordance with the provisions of the above mentioned circular, you will be paid as per Schedule III thereof.

04. Qualifications

4.1 Educational Qualifications

Not applicable

4.2 Experience

- (a) Shall have completed a minimum service period of eight (08) years in the Service Category of the Grade II of the Registrar Service (Management Assistant-Supra Grade Service Category) by the closing date of the application.

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 be of excellent character.
- Should not have any disciplinary punishment in accordance with the provisions mentioned in Public Service Commission Circular No.01/2020 and amendments therein.
- All qualifications specified in the recruitment procedure must be fulfilled in every respect by the closing date for applications.

4.5 Age Limit

Not applicable

05. Structured Interview

The detailed marks awarding procedure in the structured interview.

<i>Serial No.</i>	<i>Subject</i>	<i>Marks</i>	<i>Maximum Marks</i>
01	Service Experience In addition to the basic qualification mentioned 4.2 above, marks will be given for active and satisfactory service period. Accordingly, when giving marks for the additional service period, full marks will be awarded for the officer with maximum active and satisfactory service period, and awarding marks will be done for additional service period for the other officers proportionately. (Marks will be awarded only for the service period of 06 months or above) in accordance with the Circular No.01/2019 and the provisions of the amendments thereof.		50

<i>Serial No.</i>	<i>Subject</i>	<i>Marks</i>	<i>Maximum Marks</i>
02.	<p>Skill</p> <p>2.1 Professional Qualifications For a qualification of Post Graduate Diploma or a qualification higher than that in management, human resources, or law obtained from a university recognized by the University Grants Commission or an institute recognized as a degree awarding institute by the same Commission or government recognized higher educational institute.</p> <p>2.2 Knowledge in subject matters and rules and regulations relevant to the post.</p> <p>I. Knowledge in the subject matter relevant to the registration of marriages, births and deaths and rules and regulations. 10</p> <p>II. Knowledge in the subject matter relevant to the registration of documents and rules and regulations 10</p> <p>III. General office administration knowledge. 10</p>	05	35
03	<p>Language Skills</p> <p>(a) A degree including English as a main subject obtained from a university recognized by the University Grants Commission. 05</p> <p>(b) Diploma in English obtained from a university recognized by the University Grants Commission or a diploma obtained for English language obtained from other government training / an institute affiliated to a government training institute completing minimum of 1500 hours course. 04</p> <p>(c) To have a minimum of Very good pass in the G.C.E. (Advance level) examination (Local or London) for English language or total mark for IELTS score 6.5 or above, TOEFL-IBT score 79 or above, TOEFL-CBT score 213 or above or TOEFL -PB Y score 550 or above. 03</p> <p>(d) Diploma certificates more than three (03) months in English obtained from a university recognized by the University Grants Commission(marks will be awarded maximum two certificates, by 01 mark for each certificate) 02</p>		05
04	<p>Computer knowledge (Knowledge in Information Technology)</p> <p>(a) Studied information technology or computer science as a main subject for a degree in a university recognized by the University Grants Commission 05</p> <p>(b) A diploma in information and communication technology obtained from a university recognized by the University Grants Commission or other government recognized professional institute. 04</p>		05

Serial No.	Subject	Marks	Maximum Marks
	<p>(c) A Diploma in computer science or information and communication technology obtained from a university recognized by the University Grants Commission or a diploma in computer science or information technology in NVQ level 5 or higher than that obtained from other institution.</p> <p>(d) Certificates obtained by following courses / participating training programmes in the field of information and communication technology in a university recognized by the University Grants Commission or other government recognized institute.</p> <p>(Marks will be awarded for maximum 2 certificates by 01 marks for each certificate)</p> <p>Note: Marks will be awarded only for the highest qualification.</p>	<p>03</p> <p>02</p>	
05	<p>Evaluation of the Interview Board</p> <p>I. Leadership</p> <p>II. Communication Skills</p> <p>III. Personality</p>	<p>02</p> <p>02</p> <p>01</p>	05
	Total		100

** Only the candidates, who are only in the service on the date of conducting interview, will be called for the structured interview.

06. Method of Application

- 6.1 A specimen application form for applying this interview is given at the end of this notice. The applicant should prepare their own application only in accordance with the specimen application form.
- 6.2 The application should be prepared on the A4 paper of 22x29 cm by using both sides, and Headings 1.0-3.4 should be entered on the first page, and the rest on the second, third and fourth pages. The application should be prepared by the computer and the relevant particulars should be entered very clearly in candidate's own handwriting. All applications that do not conform to the format of the specimen application form, uncompleted applications, shall be rejected without notice. It would be advisable to retain a copy of the application form with the applicant. Further, the candidate should satisfy herself / himself that the completed application conforms to the specimen application form before submitting. It is responsibility of the candidate to find out whether the completed application complies with the application specified in the notice if not, application will be rejected.
- 6.3 The name of the examination mentioned in the heading of the application should be written in English in Sinhala applications in addition to in Sinhala and in English in Tamil applications in addition to in Tamil.
- 6.4 Certification of the signature of the applicant in the relevant application should be done by only a Senior Deputy Registrar General/Deputy Registrar General. Completed applications should be forwarded by certifying by the Head of the Department.
- 6.5 All applicants should forward their applications on or before 26.09.2025 to the "Registrar General, Registrar General's Department. No.234/A3, Denzil Kobbekaduwa Mawatha, Battaramulla, under registered cover.

- 6.6 The envelope containing the application should be clearly marked with the words “Recruitment to the Grade III of Class I of the Registrar General’s Service under Merit Scheme-2025” on the top left corner. Applications received after the deadline will be rejected.
- 6.7 Any document or a copy of a document should not be attached with the application. However, the documents proofing of their own qualifications mentioned, should be ready to submit if they are requested.

Should be considered:

- i. Calling letter for the interview will be sent to the official address of the applicant in the name of the applicant.
- ii. Participation of the interview is not considered as a completion of qualifications for awarding the appointment.
- iii. 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, behaviour or the power of non awarding of the appointment is with the Public Service Commission.

07. 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.

08. 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 07th day of month August, 2025.

[illegible]

5.0.

- 5.1 Date of appointment to the post of Class II in the Registrar Service :
- 5.2 Date of permanent in the same post :
- 5.3 The date of passing the efficiency bar examination related to the same position :
- 5.4 The date completion of 08 years in Class II of Registrar Service :
- 5.5 Have you been subject to any disciplinary action during the service period? If so provide a brief description.
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6.0 Current workplace :

7.0 Details related to obtaining each qualifications under No.05 in the notice of calling applications :

- 7.1 Work Experience :
.....
- 7.2 Skill :
.....
- 7.3 Knowledge in Information Technology :
.....
- 7.4 Language Skill :
.....

- It is not necessary to send documents of proofing additional qualifications along with the application and, it is a responsibility of the applicant to prepare and keep them to submit at the interview.

8.0 Have you ever been an offender in a court for an accuse ?
(If yes, mention the details)

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9.0 Certification of the Applicant

I declare that the information given here is true to the best of my knowledge and belief, all the parts have been completed accurately and I am aware that will be subject to disqualification if the information is found to be false prior to my selection and I will be subject to dismissal if it is discovered after the appointment. I further declare that I am subject to all the rules and regulations.

.....

Date

.....

Signature of the Candidate

Note – the Applicant must sign in the presence of a Senior Deputy Registrar General or a Deputy Registrar General.

10.0 Attestation of the Signature of the applicant

I certify that Mr./ Mrs./Miss who is submitting this application is personally known to me and he/she placed the signature before me on Day of

.....,

Signature of Certifying Officer.

Full Name :
Designation :
Address :
Date :

(Certify by the Official frank)

11.0 Attestation of the head of the Department:-

I do hereby certify that Mr./ Mrs./Miss who is serving in a post of in this office and the information submitted by she/he is true and correct, work and attendance is satisfied, no any accuse against him/her.

.....,

Signature of the Head of the Department.

Name:

Designation:

Address:

Date:

(Place the Official Frank)