

Examinations, Results of Examinations & c.

PUBLIC SERVICE COMMISSION

Recruitment to the Post of Assistant Registrar General of Companies of the Executive Officer Service category Grade III in the Department of Registrar of Companies on Open Basis 2024

APPLICATIONS are invited to fill one (01) vacant Post of Assistant Registrar General of Companies of the Executive Officer Service Category Grade III in the Department of Registrar of Companies from suitable candidates who have fulfilled the qualifications set out in No.02 below.

1. Method of Recruitment :

After the candidates who have possessed the qualifications stipulated in the recruitment notice, facing a written examination and an interview, the candidates who have obtained the highest marks at the written examination according to the order of the merit shall be recruited by the Public Service Commission.

2. Required qualifications :

2.1 Professional Qualifications and Experience

- i. Having obtained a Degree in Law from a University recognized by the University Grants Commission.
and
- ii. Being an Attorney - at - Law in the Supreme Court
and
- iii. Having obtained an active experience of not less than 03 years after taking Oaths as an Attorney
– at – Law in Supreme Court.

2.2 Physical Qualifications:

Every candidate should be physically and mentally fit to serve in any part of Sri Lanka and / or any foreign country and to perform duties in the post.

2.3 Age Limit:

Should be not less than 21 years and not more than 45 years of age as at closing date of applications. (Accordingly, eligibility of the age limit shall be completed only if the candidate's date of births falls on or before 05.08.2003 and on or after 05.08.1989)

2.4 Other:

- i. Shall be a citizen of Sri Lanka.
- ii. Applicants shall be of an excellent moral character.
- iii. Must have fulfilled all the requisite qualifications for recruitment to the post in every respect by the last date of calling applications.

3. Terms of Employment and Terms of Service:

- i. This post is permanent and pensionable. You shall be subjected to a policy decision taken by the government in future regarding the pension scheme for which you are entitled. You must contribute to the Widows and Orphans Pension Scheme/Widowers and Orphans Pension Scheme. You will have to pay its contribution as required by the Government from time to time.
- ii. This appointment is subject to an acting period of 03 years. You shall pass the first Efficiency Bar Examination as mentioned in the Scheme of Recruitment within 03 years of being recruited to the post of Assistant Registrar General of Companies Grade III.

- iii. The appointees shall obtain the Proficiency in the other official language in accordance with the provisions of the Public Administration Circular No.18/2020 dated 16.10.2020.
- iv. This appointment is subject to the Procedural Rules of the Public Service Commission, the Establishments Code of the Democratic Socialist Republic of Sri Lanka, Government Financial Regulations and other Departmental Regulations.

4. Salary Scale:

In terms of the Public Administration Circular No.03/2016 dated 25-02-2016, the monthly salary scale applicable to this post is Rs.47,615 - 10 x 1,335 - 8 x 1,630 - 17 x 2,170 - Rs.110,895.

5. Written Examination:

- i. Will be held by the Commissioner General of Examination on behalf of the Public Service Commission in June 2024 at Colombo.
- ii. Will be held in Sinhala, English and Tamil media.
- iii. Candidates can sit for the examination in one of the medium of languages mentioned above. However he/ she should take up all the subjects only in one medium so selected. Later changes to the medium applied for will not be allowed.
- iv. Written examination will consists of question papers of the following subjects.

Syllabus of the written Examination:

(01) English language :

(02) Comprehension :

It is expected to assess the ability of the candidate to a read and comprehend a selected written text not exceeding 200 words and answering the questions.

Grammar

It is expected to check the basic understanding of tenses, nouns, verbs, direct and indirect speech, active and passive voice sentences, gender , and prepositions.

The candidate's knowledge of grammar, vocabularies and comprehension shall also be assessed. All the questions must be answered.

(02) General intelligence

It is expected to assess the understanding and the intelligence of the candidates through observing the reasoning and response in relation to the questions presented in a numerical, textual and figurative context and pertaining to interrelations. This paper will consist of 50 MCQ and short answer questions. All questions should be answered.

<i>Number of the Subject</i>	<i>Subject</i>	<i>duration</i>	<i>Marks</i>	<i>Pass mark (minimum)</i>
01.	English Language	02 hours	100	40%
02.	General intelligence	01 hour	100	40%

6. Interview

- i. Candidates who have secured highest marks, based on the merit order, from among those who have scored not less than 40% of the written test, will be called for the interview as the existing number of vacancies.
- ii. Basic qualifications and the certificates of the candidates will be checked by a board of interviewers appointed by the Public Service Commission. Marks will not be given for the interview and the results of the written examination will be sent to candidates by the Commissioner General of examinations.

7. Method of application

- i. The application should be prepared on papers sized 21x29 cm (A 4 size) using both sides and Nos. 1-5 should be included on page 01 and the remainder on the second and third pages 02. The application should be completed by the applicant in own hand writing. When preparing the application, the name of the examination indicated at the top of the application should be written in English language on Sinhala and Tamil applications. Applications which are delayed, incomplete and which do not conform to the given specimen will be rejected without prior notice. Retaining a photocopy of the completed application will be useful.
- ii. The application shall be prepared in the language in which the candidate intends to sit for the examination.
- iii. Duly perfected application should be sent under registered post to reach the address “ Commissioner General of Examination, Establishment, Examinations and Organization branch, Department of Examinations, P.O. Box 1503, Colombo on or before **05.08.2024** Applications received after the closing date will be rejected. “Recruitment (Open) for the Post of Assistant Registrar General of Companies of the Executive Officer Service Category Grade III in the Department of Registrar of Companies” should be indicated in the top left hand corner of the envelope.
- iv. Applicant’s signature in the application form should have been attested in the application and in the admission card for the examination. Applicants who are already in Government should submit their applications through their respective Head of the Department or his authorized officer and any applicant other than that should get his signature attested by a Principal of a Government School, a Justice of Peace, Commissioner for Oaths, an Attorney at-Law, Notary Public.
- v. Applications which are not completed in every respect will be rejected. No complaints regarding applications lost in the post will be entertained.
- vi. Based on the assumption that only those eligible according to the *Gazette* notification have applied, admission cards will be issued by the Commissioner General of Examinations to candidates who have sent duly perfected applications on or before the closing date of applications, containing the medium of examination, applicants signature, attestation of the signature of the applicant and the certification of the Head of the department if applicable, along with the receipt obtained after paying the examination fee.
- vii. A notice will be published by the Commissioner General of Examinations once the admission cards are issued. Any candidate who has not received the admission card at least five days before the date of examination, may inquire in that regard from the Department of Examinations. During the inquiries, the applicant should give the name of the examination, full name, NIC number and address accurately. If the applicant resides outside of Colombo, making inquiries would be more efficient by sending a request letter mentioning a fax number and other information to the fax number mentioned in the

notice in order to obtain a copy of the admission card. It would be useful to have the retained copy of the application, the copy of the receipt obtained after payment of the examination fee and the receipt obtained after sending the application by registered post, ready when making such inquiries.

8. Admission to the Examination

- (i) Admissions cards will be issued by the Commissioner General of Examinations for all the eligible candidates who have sent completed applications. A candidate presenting for the examination must produce his/her admission card to the supervisor of the examination center. A candidate who fails to produce his/her admission card will not be permitted to sit the examination. Candidates shall be bound by the rules and regulations imposed by the Commissioner General of Examinations for the purpose of conducting examinations and they shall be liable to be subjected to any punishment imposed by the Commissioner General of Examinations for violation of these rules and regulations.
- (ii) The candidate must sit for the examination at the examination hall which has been assigned to him/her. Every candidate should get his/her signature attested in advance and admission card shall be surrendered to the supervisor of the hall on the first day he/she presents him/herself for the examination.

Note

The issue of an admission card should not be treated as an assurance that he/she has fulfilled the requirements expected through the *Gazette* notification to sit for the examination.

9. Examination Fees

The examination fee is **Rs.1200**. The receipt obtained on payment of this fee to any post office or sub post office to be credited to the State revenue under revenue head No. 20-03-02-13 of the Commissioner General of Examinations, should be pasted firmly in the designated place on the application. (Retaining a photocopy of the receipt with the applicant will be useful)

Note

No Money orders or stamps would be accepted for examination fees. These fees are non-refundable for any reason and transfer for another exam is not allowed

10. The identity of the Candidate

Candidates of the examination shall be required to prove his/her identity at the examination hall to the satisfaction of the supervisor for each subject he/she appears for. For this purpose, any of the following documents shall be accepted.

- (i) National Identity Card
- (ii) Valid Passport
- (iii) Valid Driving License

Furthermore, the candidates should enter the examination hall without covering their faces and ears in order to prove their identity. The candidate who refuses to prove their identity in the said manner shall not be allowed to enter the examination hall. Moreover, the candidates should remain in the examination hall from the time of entering up to leaving the examination hall upon completion of the examination without covering the face and ears enabling the invigilators to identify the candidate.

11. Furnishing False Information

If any of the information mentioned in the Application form sent by you is found to be false or erroneous before being recruited, your candidature will be cancelled.

If such false or misleading information is discovered after recruitment, action will be taken for dismissal at any time, subject to the relevant actions.

12. The Public Service Commission reserves the right to fill / not to fill/ fill only a portion of the number of vacancies.
13. In the event of any inconsistency between Sinhala, Tamil and English texts of this notice, the Sinhala text shall prevail.

By order of the Public Service Commission,

Secretary,
Ministry of Industries,

11th of June, 2024.

Specimen Application

Open Competitive Examination for Recruitment to the Executive Category of Grade III Post of Assistant Registrar General of Companies in the Department of the Registrar of Companies under the Ministry of Industry -(2024)