

REGISTRAR GENERAL'S DEPARTMENT

Open Competitive Examination for the Recruitment to the posts of Grade II of Class III of the Registrar Service of the Registrar General's Department -2025

IT is hereby notice that the Open Competitive Examination for the Recruitment to the posts of Grade II of Class III of the Registrar Service of the Registrar General's Department will be conducted by the Commissioner General of Examinations in the month of December 2025. The application for this purpose is published in the website www.doenets.lk of the Department of Examinations, Sri Lanka and the applications can strictly should be submitted online. The closing date of the applications is the **17th of October, 2025**.

Note: Accepting online applications will be commenced on **22nd September 2025 at 9.00 am and end on 17th October 2025 at 21:00 hours**.

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.

02. The Examination :

The candidates who obtained highest marks from the written examination held by the Commissioner General of Examinations in December 2025 will be recruited for the above mentioned post. This examination will be conducted in the cities given below. Those cities and the numbers assigned relevant to certain cities are as follows. However, in the event that a sufficient number of candidates have not applied for a particular examination center or candidates who have expressed their preference for the said center will be directed to another examination center. Further, when there are no sufficient candidates to hold the examination in all or majority of the proposed towns, the commissioner General of Examinations will take necessary actions to hold the examination in Colombo.

<i>Town</i>	<i>Town Number</i>
Colombo	01
Kandy	02
Galle	03
Jaffna	04
Batticaloa	05
Kurunegala	06
Anuradhapura	07
Badulla	08
Rathnapura	09

03. Conditions of deploying in the Service and Service Conditions :

Recruitment will be made to the post of Grade II of Class III of the Registrar Service subjected to the general conditions governing the appointments of the Public service and the following conditions mentioned below.

- (i) This post is permanent and pensionable. Selected applicants should contribute to the Widows' and Orphans' Pension Scheme (W&OP).
- (ii) This appointment will be subject to the general orders and conditions governing the appointments of the public service, the orders and conditions in the service minutes of officers of the field/ office category part 2 service of the Registrar General's Department approved by Public Service Commission No.PSC/EST/2/1/25/1/3/2011 and dated 08.05.2012, and the amendments that have already been made or could be made in future to the same service minute, provisions of the Establishments Code and Financial Regulations of the Democratic Socialist Republic of Sri Lanka, and also the Procedural Rules of the Public Service Commission which is published in the Gazette Extraordinary No.2310/29 and dated 14.12.2022.
- (iii) The officer appointed for this service is subject to training as per the decision of the appointing authority.
- (iv) This post is subject to a probation period of three years. The applicant should pass the first Efficiency Bar examination conducted by an institution approved by the Registrar General within three years from the date of recruitment. Shall not release from the efficiency bar examination on the grounds of the age.
- (v) If you will be selected for an appointment, you should acquire proficiency in the prescribed official language / languages you have completed the qualifications for the post as per the Public Administration Circular No. 18/2020 dated 16.10.2020 and the provisions mentioned in the circulars subsequent to that.

04. Salary Scale :

This post is entitled to the salary code of MN 05-2025 as per the provisions of the Public Administration

circular No.10/2025 and dated 25.03.2025 and the relevant salary scale is Rs. 58,660-10x 1,190-11x1,360-15x1,670- Rs.110,570 and you will be entitled for this salary from 01.01.2027. The salary will be paid you as per schedule III of the provisions of this circular from the effective date of the appointment.

05. Age Limit

Shall be not less than twenty one (21) years and not more than thirty five (35) years of age as at the date on which closing date of the Calling Applications. (Accordingly, the candidates whose birthday falls on or before **2004.10.17** or on or after **1990.10.17** shall strictly be eligible to apply for this.)

06. Qualifications :

The following qualifications shall be completed as at 17th of October, 2025.

(i) Applicant must be a citizen of Sri Lanka. Must be physically and mentally serve in any part of Sri Lanka and to perform the duties of the post.

(ii) Applicant must have obtained a degree from a university recognized by the University Grants Commission

or

(iii) Being a lawyer who has passed the final examination of the Sri Lanka Law College and has been sworn in as an attorney at law at the Supreme Court of Sri Lanka.

07. Method of Recruitment to the service

Candidates should obtained 40% marks or above for every question paper. By selecting the candidates who have obtained marks as mentioned above, those who have obtained highest marks will be called for the interview for verification of qualifications according to their total marks obtained. The interview is conducted strictly for verification of certificates.

08. Examination Conditions

8.1 Candidates can take the examination in one language 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.

8.2 Fee for this examination is Rs. 1200/=. Payment of examination fees should be made strictly using the following methods provided by the online system.

- Through any Bank Credit Card
- Any Bank Debit Card with the facility of internet transaction
- Online Banking method of bank of Ceylon
- Any Branch of the bank of Ceylon

Note:

- The instructions on payment through the above methods are published under the technical instructions related to the examination in the website
- The receipt of payment will be acknowledged through SMS or e-mail. The due examination fee should be paid and applications of the candidates, who have made payments more or less than the prescribed examination fee, shall be rejected. Department of Examinations shall not bear responsibility on the errors that occur when paying the examination fees through the above methods.
- Under any circumstances the examination fee shall not be refunded or shall not be allowed to be transferred in favor of another examination.

8.3 Candidate is not 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.

8.4 The issuance of an admission card to a candidate shall not be treated as an acceptance that he/ she has fulfilled the qualifications to sit for the examination or for a post.

8.5 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 email sent to the e-mail address. Download the common instructions sheet prepared for applying for the examination before completing the online application. Strictly follow these instructions when completing the application. Any amendment made in the

application after taking a printed copy of the application will not be considered as a valid amendment. Uncompleted applications shall be rejected without notice. Applications received after the closing date will not be accepted.

- 8.6 The Commissioner General of Examinations shall issue admission cards to the applicants, who have submitted the duly completed applications strictly online based on the presumption that only those who have fulfilled the qualifications mentioned in the *Gazette* notice have applied. Immediately after the issuance of admission cards to the candidates, it will be noticed to the candidate by a web notice / through SMS. If the admission card is not received, steps should be taken to notify the Institutional Examination Organization Branch of the Department of Examinations in accordance with the instructions specified in the advertisement. It is more effective to mention the name of the examination, full name, national identity card number and address of the applicant clearly when making an inquiry in the said manner to the e-mail address mentioned in the notice. It would be advisable to keep a printed copy of the application in hand to prove any matter inquired by the Department of Examinations. If any amendments in the admission card, the relevant amendments should be made in accordance with the application by addressing the Department of Examinations in time. Requests made for amendments at the examination hall shall not be allowed.

09. Attestation of the signature

The signature of the candidate should be attested in the admission card. An applicant who is in Public Service should get his/ her signature attested by the Head of the Institution or by any other officer authorized by him/ her and other applicants should get their signature attested by a Head of a Government School/ Retired Officer, Grama Niladhari of the relevant division, Justice of the Peace, Commissioner of Oaths, Attorney-at-Law, Notary Public, Commissioned Officer in the three armed forces, a permanent officer in the Staff Grade of the Public Service or Provincial Public Service or Chief Incumbent of a temple or a person holding a responsible status in other religious place and in charge thereof.

10. Entering the examination Hall :

- (i) Every candidate should get his/her signature attested in the admission and submit the admission to the Supervisor of the Examination centre. A candidate who does not present his/her admission card will not be allowed to sit for the examination.
- (ii) Each candidate should sit the Examination in the Examination hall specified for him/her. Candidates are subject to common rules and regulations imposed by the Commissioner General of Examinations on the conduct of Examination.

11. Identity of the Candidate

- (i) Candidates shall be required to prove their identity at the examination hall to the satisfaction of the supervisor for each subject they offer. For that purpose, strictly any of the following documents shall be accepted:
 - i. National Identity Card
 - ii. Valid Passport
 - iii. Valid Sri Lankan Driving License
- (ii) Candidates should enter the examination hall without covering their face so that their identity can be confirmed and without covering their ears to be able to verify that they are not wearing electronic communication devices. Those who refuse to verify their identity as such shall not be permitted to enter the examination hall. Further, candidates should remain in the examination hall from the moment of entering and leaving the examination hall without covering their face and ears.

12. Penalty for furnishing false Information:

- (i) When filling the application, correct information should be provided carefully. If a candidate is found to be ineligible, his/ her candidature is liable to be canceled at any stage prior to, during or after the examination.
- (ii) If it is revealed after the appointment that any false information has been furnished by a candidate with his/ her knowledge or if he/ she has willfully suppressed an important fact, his/ her appointment will be canceled and an appointment granted him will be revoked on the grounds of this examination or subject to dismissed from the public service.

13. The Public Service Commission reserves the right to make decisions on the matters not provided for in this notice.

14. Examination Procedure

(i) Medium

- Can be applied in one medium either in Sinhala, Tamil or English.
- Candidates should answer all question papers in one medium of language applied for
- Candidates will not be allowed to change the medium of examination mentioned in the application form

(ii) Subjects and Syllabus

The examination consisted with written question papers on the following subjects

Subject	Subject No.	Duration	Maximum Marks	Pass marks
Aptitude Test	01	1.00 hour	100	40
General knowledge	02	1.00 hour	100	40
Language skill	03	1.00 hour	100	40

Syllabus :

Question paper	Syllabus
01. Aptitude This paper shall consist of 50 questions of multiple choice type and short answer type. All the questions shall be answered.	A question paper designed to test the candidate's logical analytical skills and ability to arrive at valid conclusions based on information presented in non-verbal contexts.
02. General Knowledge This paper shall consist of 50 questions of multiple choice type and short answer type. All the questions shall be answered	A question paper to test the candidate's general knowledge regarding the social and cultural structure of Sri Lanka and contemporary issues of national and international importance, as well as scientific and industrial development.
03. Language Skill This paper consists of short answer type questions and structured questions. All the questions shall be answered.	A question paper to test the candidate's knowledge of presenting, compiling, and disseminating ideas and information on given topics.

15. 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.

S. JALATHEEPAN,
Registrar General.

Registrar General's Department,
No.234/A 3,
Denzil Kobbekaduwa Mawatha,
Battaramulla.

On 10th day of September, 2025.

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