

OPEN COMPETITIVE EXAMINATION FOR RECRUITMENT OF MANAGEMENT ASSISTANT NON-TECHNICAL SECTION 2 POST (COMPANY INSPECTOR) IN THE DEPARTMENT OF THE REGISTRAR OF COMPANIES - 2019

APPLICATIONS are invited from the suitable Sri Lankan citizens under 2nd paragraph to fill eight vacancies existing in the post of Management Assistant Non Technical Section - 2 (Company Inspector) in the Department of the Registrar of Companies. The examination will be held in Colombo in August 2019.

1. *Mode of Recruitment.*— Candidates who fulfill the following qualifications laid down in the notification will be recruited depending on the total marks obtained from the written examination and a structural interview. Candidates with the highest marks will be selected to fill vacancies by the Registrar General of Companies in accordance with the merit of total marks.

2. Required Qualification :

2-1. Having obtained a degree from a university recognized by the University Grants Commission.

2-2. *Physical Requirements :*

Every applicant should be physically and mentally fit to perform duties of the post and to serve any part of the Island

2-3. *Other Qualifications:*

- (i) Must be a citizen of Sri Lanka.
- (ii) Must have an excellent character.
- (iii) Must have fulfilled the qualifications for the requirement to the post at the closing date due for applications.

3. *Terms and Conditions of Employment :*

- (i) This post is permanent and you will be subjected to the policy decision taken by the Government in the future regarding the pensions entitled to you.
- (ii) The appointment is subjected to a probationary period of 03 years and employees' category in the Department of the Registrar of Companies (Companies Inspector) should pass the first Efficiency Bar Examination within 03 years from the date of appointment.
- (iii) In terms of Public Administration Circular No. 01/2014 dated 21.01.2014 the successful candidates should obtain the relevant proficiency in the official language other than the official language through which they joined the public service within a period of 5 years from recruitment to the post and those who join the public service in the medium of language which is not an official language, should obtain the required official language proficiency within the probationary period.
- (iv) This appointment is subject to the Procedural Rules of the Public Service Commission, the Establishment Code of the Democratic Socialist Republic of Sri Lanka, Financial Regulations of the Government and other Departmental Regulations.

4. *Age Limit.*— Not less than 21 years of age and not more than 35 years as at the closing date of calling applications.

5. *Salary Scale.*—Rs. 31,490/- 10 x 445 - 11 x 660 - 10 x 730 - 5 x 750 - Rs. 54,250/- monthly salaries will be paid for the post (Public Administrative Circulars No. 06/2016 and Salary Code MN - 04-2016)

6. *Written Examination :*

- (i) This examination will be held in Colombo in August 2019 by the Commissioner General of Examinations on behalf of the Registrar General of Companies.
- (ii) This examination will be in three languages. (Sinhala, Tamil & English).
- (iii) Applicants can answer to the questions papers in one selected language. They are not allowed to change the medium after applying.
- (iv) Details of the written test are given here after.

<i>Subject No.</i>	<i>Subject</i>	<i>Duration</i>	<i>Maximum Marks</i>	<i>Pass Marks</i>
01	Language Proficiency	2 hours	100	40%
02	Aptitude Test	1 hour	100	40%

01. *Language Proficiency :*

This paper will comprise with questions to measure candidate's ability of language expression of views, comprehension, spelling, composition & letter drafting. The language familiarity with chart, diagrams and graphic and also precis writing and simple grammar will be tested.

02. *Aptitude Test :*

Ability of to solve statistical and mathematical expressions, rational thinking with general knowledge. This paper will also include multiple choice questions and short answers are expected.

7. *Selection Criteria :*

- (i) Eligible candidates shall be directed for the written text and it is compulsory to obtain a maximum 40% for each question paper and interview called from the maximum marks in descending order considering vacancies to be filled.
- (ii) The interview panel which will be appointed by the Registrar General of Companies shall check and interview whatever required qualifications shall comply with the notification. No marks shall be given for the performance at the interview.

8. *Method of Application :*

- (i) Applications should be prepared in “8 1/2 x 12” (A4) papers and as items 01-05 in the first page and the rest items in the second and third pages respectively. The name of the examination specified under the heading of the specimen shall be entered in English Language in addition to the Sinhala Language in the application of Sinhala Medium and in English Language apart from Tamil in Tamil Medium. The applications which are not conformed to the prescribed specimen will be rejected. If any of the particulars furnished by you are found to be false or incorrect, your candidature will be cancelled without informing. Please keep a photocopy of the application for future reference.
- (ii) The application should be clearly filled by his / her own hand writing.
- (iii) Duly filled applications should be sent under the registered post to reach the Commissioner General Examinations, (Organization and Foreign Examinations Branch) P.O.Box 1503, Department of Examinations, Colombo on or before 24.05.2019. Applications received after the closing date will be rejected. On the top left hand corner of the envelope containing the application should mention the post applied such “Recruitment of Management Assistant Non-Technical-Section 2 post in the Department of the Registrar of Companies”.
- (iv) The officers in the Public Service and Provincial Public Service should have attested. Other candidates signature in the application form and should have been attested by a principal of a Government School, Grama Niladhari of the Division, a Justice of Peace, Commissioner of Oaths, Attorney-at-Law, Notary Public, Commissioned Officer in the Armed Forces and an Officer holding a staff grade post in the Public Service.
- (v) Applications which are delayed, incomplete and not prepared in accordance with the specimen will be rejected without notice.
- (vi) The Commissioner General Examinations will issue admission cards to the candidates who have sent their application which have been

duly perfected with the language medium of examination, with signature of the applicant and attestation of the signature certification of the Head of the Department.

- (vii) A notice shall be published in the newspapers in the official website of the Department of Examinations, Sri Lanka as soon as admission cards are issued to applicants, If the admission card is not received by an applicant even after 2 or 3 days of such an advertisement, steps shall be taken to inform the Department of Examinations, Sri Lanka in the manner specified in the advertisement. The candidate shall communicate with the Department of Examination mentioning the full name, address, national identity card number and name of the examination applied for. In case of the applicants outside Colombo, a letter of request containing the above details with a fax number shall be sent to the fax number mentioned in the notification in order to send a copy of the admission card. It would be advisable to keep a photocopy of the completed application form, a copy of the receipt obtained by payment of the examination fee (if applicable) and the receipt obtained when posting the application at your possession in order to prove any particulars requested by the Department of Examinations.

9. *Sitting for Examination :*

- (i) This examination is conducted by the Commissioner General Examinations and all candidates shall be required to abide by rules and regulations laid down by him with regard to the same. Rules and regulations for applicants published at the beginning of paragraph in part of this *Gazette* shall be submitted to the supervisor of the examination. A candidate who does not submit the admission card shall not be allowed to sit for the examination.
- (ii) A candidate must be sat for the examination in the hall allocated to him/her. Every candidate must handover his/her admission card to the examiners on the first day of the examination before the commencement. All candidates are bound to act in conformity with the provisions of the examinations Act.

Note.— Issuance of an admission card to a candidate does not necessarily mean that the candidate has fulfilled the qualifications to sit for the examination.

10. *Examination Fee.*— Examination fee is Rs.600/-. The fee can be paid at any post office / sub post office or District / Divisional Secretariat in the island. The examination fee to be credited to the revenue head 20-03-02 of the Commissioner General of Examinations before the closing date of applications. The receipt obtained shall be affixed in the relevant cage so as not to be detached. Keeping a photocopy of the receipt with the candidate will be useful.

Note: Under no circumstances the fee will be full or part refunded. The fee paid for this examination shall not be allowed to transfer in respect of any other examination.

11. *Identity of the Candidate.*— Candidates shall be required to prove their identity at the examination hall to the satisfaction of the supervisor for each subject they offer. Any of the following documents shall be permitted for this purpose.

- (i) National Identity Card issued by the Department of Registration of Persons,
- (ii) A valid Passport,
- (iii) A valid Driving License.

12. *Furnishing false Particulars.*— If any of the particulars furnished by you are found to be false or erroneous before the recruitment, your candidature will be cancelled. In case of such falsehood or error is detected after the recruitment, action will be taken to discontinue your service, subject to relevant disciplinary actions being taken.

13. The Public Service Commission shall receive rights and authority for any other aspect which is not mentioned herein.

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

By order of the Public Service Commission,

Registrar General of Companies,
The Department of the Registrar of Companies,
No 400,
D. R. Wijewardhana Mawatha,
Colombo 10.

Open Competitive Examination for Recruitment of Management Assistant Non- Technical Section 2 Post (Company Inspector) in the Department of the Registrar of Companies - 2019

Medium of Examination:

Sinhala - 2

Tamil - 3

English - 4

(Indicate the relevant number in the cage)

Medium of examination cannot be changed.

01. 1.1 Name in full (In English Block Letters): Mr./Mrs./ Miss :———. (Ex.: HERATH MUDIYANSELAGE BUDDHIKA SAMPATH KUMARA GUNAWARDHANA)
- 1.2 Name With last name at the beginning and initials of other names at the end (In Block Letters) :——. (Ex.: GUNAWARDHANA, H. M. B. S. K.)
- 1.3 Name in full :———. (Sinhala/Tamil)
02. 2.1 Permanent Address (In Block Letters) :———. 2.2 Permanent Address (In Block Letters) :———. 2.3 Mobile Phone No. :———. 2.4 National Identity Card No. :

--	--	--	--	--	--	--	--	--	--
03. 3.1 Sex: Male - 0 Female - 1
3.2 Marital Status: Unmarried - 1 Married - 2
(Indicate the relevant number in the cage)
04. 4.1 Date of Birth: Year

--	--	--	--

 Month

--	--

 Date

--	--

 4.2 Age as at 24.05.2019: Years

--	--

 Months

--	--

 Days

--	--
05. 5.1 Are you a citizen of Sri Lanka :———. (By descent or by registration) 5.2 Ethnicity :———.

06. 6.1 Particulars of G. C. E. (O/L) Examination :

- I. (i) State the year and month of examination passed : _____.
- (ii) Index number of the applicant : _____.

Subject	Results

II. Particulars of G. C. E. (A/L) Examination only if relevant :

- (i) State the year and month of examination passed : _____.
- (ii) Index number of the applicant : _____.

Subject	Results

III. Basic degree qualification :

- (i) Degree : _____.
- (ii) Subjects : _____.
- (iii) Date qualified for the degree : _____.
- (iv) University : _____.

6.2 Other qualifications : _____.

(Ex. : Computer literacy/Tamil -English language proficiency)

6.3 Professional qualifications relevant to the field till 24.05.2019 :

Years : _____. Months : _____. Days : _____.

07. If the candidate had been terminated or vacated the post at a Government Department:

08. 8.1 If found guilty by a Court of Law for a criminal offence : _____.

8.2 The details of the offence and the punishment given : _____.

09. Details of the examination fee:

- 9.1 Name of the office : _____.
- 9.2 Receipt No. and date : _____.
- 9.3 Amount : _____.

Please attach the receipt of examination fee so as not to be detached. It is advisable to retain a photocopy of the receipt.

10. Declaration by the Applicant:

I declare that the foregoing particulars for herein to and to and accurate to the best of my knowledge, the receipt number dated relating to the examination fee is pasted. I will hereby abide by any decision taken before, during or after the examination, if I am deemed not qualified to sit for the exam in accordance with rules and regulations relating to the conducting of the examination, further I will abide by all rules and regulations stipulated concerning the conducting of the examination.

_____,
Signature of the applicant.

Date : _____.

11. Certification of the signature:

This is to certify that Mr./Mrs./Miss Submitting the application on placed his/her signature before me and that he/she has pasted the receipt on the application after paying the examination fee.

_____,
Signature of the attester.

Date : _____.

Name : _____.

Designation : _____.

Address : _____.

(Place the official stamp)

12. Recommendation by the Head of Department/Institution :

I do here by certify that Mr./Mrs./Miss sumitting the application is employed in this institution as a (post) and that, necessary actions will be taken to release him/her from the service of this institution if he/she is selected for the above post.

_____,
Signature of the Head of the Institution.

Date : _____.

Name : _____.

Designation : _____.

Address : _____.

(Place the official stamp)