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<i>Postal Address</i>	<i>Location of Training center</i>	<i>Course Fee</i>	<i>Month Commencement</i>
Province Director Western Province Office National Apprentice and Industrial Training Authority 242, Havelock Rd., Colombo 05	Colombo Katunayake	Rs. 1,500 Rs. 1,500	July, 2004 July, 2004
Province Director Central Province Office National Apprentice and Industrial Training Authority 678, Peradeniya Rd., Kandy	Kandy	Rs. 1,000	July, 2004
Province Director Southern Province Office National Apprentice and Industrial Training Authority 27, Open University Rd., Nupe, Matara	Matara Beddegama	Rs. 1,000 Rs. 1,000	July, 2004 July, 2004
Province Director Sabaragamuwa Province Office National Apprentice and Industrial Training Authority New Town, Ratnapura	Ratnapura	Rs. 500	July, 2004
Province Manager Uva Province Office National Apprentice and Industrial Training Authority 288, Kumarasinghe Mawatha, Badulla	Badulla	Rs. 500	July, 2004
Province Director North Central Province Office National Apprentice and Industrial Training Authority 525/2, Maithreepala Senanayake Mw., 2nd Stage, Anuradhapura	Anuradhapura	Rs. 500	July, 2004
Province Director North Western Province Office National Apprentice and Industrial Training Authority Negombo Rd., Malkaduwwa, Kurunegala	Kurunegala	Rs. 500	July, 2004

*N.B.*—All incomplete applications will be rejected. Those who have been trained under NAITA or currently undergoing training are not eligible to apply.

Chairman.

National Apprentice and Industrial Training Authority,  
No. 971, Sri Jayawardanepura Mawatha,  
Welikada, Rajagiriya.

**MINISTRY OF PUBLIC ADMINISTRATION & HOME  
AFFAIRS**

**Registrar General's Department**

**COMPETITIVE EXAMINATION FOR RECRUITMENT TO  
THE POSTS OF REGISTRARS GRADE II OF THE  
REGISTRARS SERVICE**

APPLICATIONS are invited by the Commissioner General of Examinations for the Competitive Examination for Recruitment to the Posts of Registrar Grade II of the Registrar's Service in the Registrar General's Department

02. *Examination.*- The Examination will be held in Colombo by the Commissioner General of examinations in July, 2004. The Public Service Commission reserves the right to postpone or cancel the examination.

03. *Conditions of Service.*- Recruitments will be made to the posts of Registrar Grade II on the general conditions governing appointments in the public service and on the following conditions.

- (i) These posts are permanent and pensionable. The Selected candidates will be required to contribute to the W. & O. P. Scheme and must furnish security occasionally decided by the Registrar General. The appointments are subject to provisions of the Establishments Code and Financial Regulations. Officers recruited to these posts on 01.01.2003 or after as new recruits will be required to contribute to the pensions fund on percentages fixed by the Government from time to time.
- (ii) New entrants to the Public Service will be on probation for a period of 03 years.
- (iii) Officers already in the Public Service will be appointed in an acting capacity for a period of one year.
- (iv) All Officers who are appointed to this post will have to pass the Efficiency Bar Examination within 3 years.
- (v) The service of new entrants appointed subject to a probation period will be terminated if they fail to pass the Efficiency Bar Examination within 03 years from the date of appointment.
- (vi) The period of service of Public Officers, appointed in an acting capacity will be extended by one year at the discretion of the Public Service Commission, if they fail to pass the said Efficiency Bar Test within three years from the date of appointment. If the officer fails to pass the Efficiency Bar Examination within the extended period he will be reverted to his former post.
- (vii) On confirmation in his appointment in the Registrar's Service, an officer selected from the Public Service will cease to be a member of the former service and will have no right of reversion to that service.

04. *Salary Scale.*- TA - 3 - 8, Rs. 94,380 - 16 x 2460 - 133,740 (P. A. C. 15/2003)

05. *Age Limit.*- Applicants should not be less than 25 years and not more than 40 years of age on the closing date of application. The upper age limit will not apply to those already in the Public Service.

06. *Educational Qualifications.*- Applicants should have the following qualifications on 15.06.2004

6.1 External Candidates.- Graduates who have obtained a Degree in Law from a recognized University or Attorneys - at - Law who have passed the final Examination of the Law College.

6.2 Internal Candidates.-

(i) Officers of Grade III of the Registrar's Service of the Registrar General's Department who have been confirmed in their posts;

(ii) Following officers of the General Clerical Service:

(a) Class I or

(b) Officers in Segment 'A' of Class II of the General Clerical Service who have been confirmed in their appointment and have completed 08 years of service and are drawing a salary which is not less than Rs. 72,120 per annum.

(c) Officers of the General Clerical Service who have obtained a degree from a recognized University and have been confirmed in their appointment and have completed not less than 03 years of service.

(iii) Other State Officers

The officers who are in the General Clerical Service and Provincial Public Service, but not serving in the Registrar General's Department and who possess the Qualifications given in the paragraph II above.

6.3 Professional & Other Qualifications :

- (a) Proficiency in official language
- (b) Knowledge of the official works of the Registrar General's Department
- (c) Knowledge in English

07. *Scheme of recruitment :*

- (i) External Candidates
- (ii) Internal Candidates

(a) 75% of the vacancies will be filled from those who qualify in a competitive examination conducted by

the commissioner General of examinations. An interview will be held only to scrutinize the certificates.

(iii) On seniority and merit.

25% of the existing vacancies will be filled out of the Qualified grade III officers of the Registrar's Service mentioned in 6.2.1 based on seniority and merit after calling for applications by the *Government Gazette* notification/paper advertisement and by a structured interview based on the marking scheme approved by the Public Service Commission.

Officers who have passed the second Efficiency Bar Examination of grade III and have completed not less than 8 years of service and have completed 5 years of satisfactory service preceding the date of calling for applications.

08. *Examination Fee.*— The fee for the examination is Rs. 250 and this should be paid before the closing date of applications at a Kachcheri or at the General Treasury, Colombo to be credited to revenue Head 20-03-20-13. The receipt should be securely pasted in the relevant place of application. The fee is not refundable,

09. *Method of application :*

- (a) The application should be in conformity with the specimen appended to this notice and should be prepared by the candidate in his own hand writing on a paper size a 8 1/2" x 12" using both sides.
- (b) The application should be filled in the language in which the candidate is eligible to sit for the examination.
- (c) The completed applications for the examination should be sent under registered cover to the Commissioner General of Examinations, Department of Examinations, Palawatta, Battaramulla, on or before 15.06.2004. The words "Recruitment to the Grade II posts in the Registrars Service" should be clearly written on the top left hand corner of the envelope containing the application. Applications received after the closing date will not be accepted.

Note.- Candidates in the public Service/ Provincial public service should send their applications through the respective Heads of the their Department/ Organization.

- (d) Applications which have not been duly completed will be rejected. No complains regarding applications lost or delayed in the post will be entertained.
- (e) Receipt of an application will not be acknowledged. Commissioner General of Examinations will send the admission cards under registered cover to the candidates one week before the date of examination. A candidate who does not receive his admission card at least seven days

before the date of examination should notify the Commissioner General of Examinations, with the following particulars.

- (i) Name of the Examination
- (ii) Full name of the Candidate
- (iii) Address
- (iv) Date of posting the application, Registration number and Post Office

10. *Admission to the Examination Centre :*

- (i) The Commissioner General of Examinations will issue admission cards to all candidates whose applications have been received. A candidate presenting himself for the examination must produce his admission card to the Supervisor of the Examination Center. A candidate who fails to produce his admission card will not be permitted to sit for the examination.
- (ii) A candidate must sit for the examination at the Examination Hall assigned to him. Every applicant should observe the general rules and regulations that should be observed by the candidates for examinations.
- (iii) 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.

11. *Identity of the Candidate.*— A candidate will 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 will be accepted.

- (i) An Identity Card issued by the Department of Registration of Persons.
- (ii) A valid passport issued not more than three years prior to the date of examination.
- (iii) Valid postal Identity Card issued by the Post Master - General.

12. *Furnishing False Information.*— If a candidate is found to be ineligible his candidature is liable to be cancelled at any stage prior to or during or after the examination. If any of the particulars furnished by a Candidate, who is in the Public Service, is found to be false with his knowledge or if he has willfully suppressed any important fact he will be liable to dismissal from the Public Service.

13. Any matter not provided for in this notification will be dealt with as determined by the Public Service Commission.

14. *Scheme of Examination :*

1. *Medium :*

- (a) Language of Examination : Sinhala/Tamil/English
- (b) Candidates should answer the question papers in one and the same language as indicated in the application.

- (c) Candidates are not allowed to change the language indicated in the application.

II Subjects and syllabus :

- (a) A written examination with question papers on the following subjects:-

<i>Subject</i>	<i>Time</i>	<i>Marks</i>
(i) Registration of Documents	1.30hrs	100
(ii) Registration of Marriages, Births & Deaths	1.30hrs	100
(iii) Office Management and Institutional affairs	1.00 hr	100
(iv) Financial Management	1.00 hr	100
(v) English	1.00 hr	100

(b) *Syllabus* :

- (i) Registration of Documents  
A question paper to test the candidate's knowledge of the following Ordinances and Acts.  
Registration of Documents Ordinance  
Notaries Ordinance  
Prevention of Frauds Ordinance  
Stamp duty Act  
Power of Attorney Ordinance  
Regulations made under these Laws

(2) Registration of Marriages, Births and Deaths :

A questionpaper to test the candidates knowledge on the following Ordinances and Acts.  
Registration of Marriages (General) Ordinance  
Kandyan Marriage and Divorce Act  
Births and Deaths Registration Act  
Muslim Marriage and Divorce Act  
Regulations made under these laws

(3) Office Management and Institutional affairs

A question paper designed to test the candidates knowledge in the following subjects.

- (i) The nature of public administration  
(ii) Organizational structures

Principles of good organization;  
Division of work and allocation of tasks;  
Cordination of work;  
Nature of supervision; Span of Control;  
Line and Staff relationship;  
Hierarchy of Authority; Delegation of Authority.

(iii) Administrative Process and Decision making

Rational decision making  
Exercise of discretion; Facts versus value  
Reality and Evaluation judgement

(iv) Communication :

Flow of information within the organization;  
Importance of information for decision making;  
Function of communications within the organization;  
Public relations, Press relations; Relations with members of Parliament and Provincial Councils

(v) Office Systems :

Office procedure; Principles of office systems;  
Standing orders; organization charts; work charts;  
Written specification and schedules of procedure for clerical work;  
Work study; Method study; Measurment of work; Measurement of efficiency.

(vi) Records and filing :

Essentials of a good filing system; Methods of filing and indexing;  
Systems of classification;  
Filing equipmet; Storage of records; Disposal of valueless documents.

(vii) Form control and from design :

Purposes of form control and form design - Style, Layout, and quality of contents, Form size quantity and colour; Economy in the use of forms

(viii) Inward and outward mail :

Procedures for handling mail, urgent letters, Confidential letters, Remittance through the post.

(ix) Correspondence :

Control of correspondence, Techniques of correspondence, Form letters Reports, Parliamentary questions, Inter - departmental Correspondence, Correspondence with Members of parliament.

(x) Control of Works :

Staff inspections, Reporting systems, Statistical measurement of work performance.

(xi) Control of use of office equipment :

Maintenance and upkeep of photocopying machines and type - writers, Adding and calculating machines, Time Recording Machines, Telephones etc.

(xii) Office layout and environment :

Maintenance of office premises, Office layout and office furniture and office equipment (Control Procedures for cleanliness) of Security, Lighting Ventilation and safety precautions in office.