

Ministry of Digital Economy
Department for Registration of Persons
Recruitment on an open basis for the post of Circuit Bungalow Keeper in the
Primary Unskilled Service Category of the Department for Registration of Persons - 2025

Applications are invited from the Sri Lankan citizens who have fulfilled the qualifications stated in this notification to fill the vacancy (01) in the post of Circuit Bungalow Keeper; Grade III of the Primary Non-Skilled Service Category for the Circuit Bungalow located in Nuwara Eliya, in the Department for Registration of Persons, Ministry of Digital Economy.

1. Method of Recruitment :

The candidate who obtains the highest marks from among the applicants who have fulfilled the qualifications set out in this notice will be recruited to the vacancy, based on the results of an interview for evaluating the eligibility conducted by a Board of Interview appointed by the Commissioner General of the Department for Registration of Persons. The interview for evaluating the eligibility will be held in conformity with the marking scheme (Mentioned under no.06) approved by the Commissioner General for Registration of Persons.

2. Required Qualifications :

i. Educational Qualifications :

Having passed G.C.E (Ordinary Level) Examination in six (06) subjects at least with two (02) credit passes in not more than two sittings.

ii. Experience :

Experience in the relevant field is considered a special qualification.

iii. Physical Qualifications:

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

iv. Other Qualifications :

- Should be a citizen of Sri Lanka.
- Should be of excellent moral character.
- Should have fulfilled the required qualifications for recruitment in every aspect as at the closing date of application

Note: The copies of the documents in proof of the basic qualifications certified by the applicant himself/ herself should be attached to the application.

3. Terms of Engagement and Conditions of Service :

- i. This post is permanent and pensionable. You will be subject to any policy decision made by the Government in the future on the Pension Scheme entitled to you.

- ii. This appointment will be subject to a probationary period of three (03) years. The first efficiency bar examination should be passed within 03 years from the date of recruitment as prescribed in the Scheme of Recruitment.
- iii. Proficiency in the other prescribed official language/languages should be acquired in accordance with the provisions of Public Administration Circular 18/2020 dated 16.10.2020 and related circulars.
- 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, the Financial Regulations of the Government, other Government regulations, circulars and instructions and amendments issued thereto from time to time.
- v. Once applied, the medium of language will not be allowed to change later and the medium of language mentioned in the application will be the medium of language that you are qualified for your appointment.

4. Age Limit :

Should not be less than 18 years and not more than 45 years of age as at the closing date of applications.

5. Salary Scale :

The Monthly Salary applicable to this post as per the Schedule II of Public Administration Circular No. 10/2025 dated 25.03.2025 is Rs. 40,000–10x450–10x490–10x540–12x590- Rs. 61880/- (PL-1-2025) and this salary is entitled from 01.01.2027. Salaries will be paid from the effective date of appointment as per the provisions of Schedule III of this circular.

6. The following marking scheme will be used for evaluating eligibility at the interview. (The minimum score to be considered for selection is 50 points)

Serial No.	Subject	Marks	Maximum Marks
01.	Additional Educational Qualifications : Note: Marks shall be awarded only for the highest qualification obtained. Should have sat for General Certificate of Education (A/L) Examination. Should have passed General Certificate of Education (A/L) Examination.	 10 20	20
02.	Work Experience: A minimum of 06 months of experience in a similar position in a government or semi-government or statutory institution or in a private sector hotel/restaurant. A minimum of 03 months of work experience in any position in the public or private sector.	 20 10	30

03.	A diploma course of not less than 03 months duration, offered by a state university recognized by the University Grants Commission or recognized by the Tertiary Education Commission, in a field relevant to the position.	25	25
04.	Having followed language courses other than the official language: Note : Marks shall be awarded only for the highest qualification obtained. Having completed a course in Sinhala / Tamil / English language. (In addition to the language medium in which the recruitment is done) For a period of not less than 03 months and not more than 06 months. For a period of more than 06 months.	10 20	20
05.	Personality and Merit demonstrated in the interview: General knowledge and intelligence. Capacity to articulate ideas effectively in multiple languages and the personality.	02 03	05
06.	Total		100

Note - **If the certificates submitted during the interview for evaluating the eligibility do not mention the relevant time durations, it is the applicant's responsibility to obtain written confirmation from the respective institution regarding the relevant time durations for such certificates. Certificates that do not state time durations and whose time durations have not been verified will not be considered for awarding marks.**

7. Identity of the Candidates:

Only the applicants who have submitted applications completed in every respect will be called for the interview to test the eligibility.

Originals of all certificates and copies of certificates duly certified by the applicant himself/herself shall be furnished at the interview.

It is mandatory to submit a Certificate on Residence from the Grama Niladhari to prove residency.

Following documents will be accepted in proof of the identity of the candidate at the interview.

- i. Valid National Identity Card issued by the Commissioner General for Registration of Persons;
- ii. Valid Passport;
- iii. Valid Sri Lankan Driving License

8. Method of Submitting the Application :

- i. Applications should be sent under registered post to reach "Commissioner General for Registration of Persons, Department for Registration of Persons, Suhurupaya, Battaramulla" on or before 26.09.2025. Applications received after the closing date will be rejected.

- ii. Specimen of the application is provided at the end of this notification. Applicants should prepare their applications on A4 size paper in a manner that No. 01 to No. 08 to be appeared in the first page, No. 09 to No. 10 in the second page and No. 11 to No. 14 in the third page and should complete in their own handwriting.
- iii. The top left corner of the envelope containing the application should be marked as "Recruitment for the Post of Circuit Bungalow Keeper - Grade III".
- iv. Applicant's signature in the application should be attested by a Principal of a Government School/Justice of Peace/ Commissioner of Oaths/Attorney-at-Law/Notary Public/Commissioned Officer in the Tri Armed Forces or an Officer holding a permanent post in the Public or Provincial Public Service drawing a consolidated monthly salary of Rs. 82,150/- or above.
- v. Officers who are already in the Public Service or Provincial Public Service should forward their applications through the respective Heads of Departments in which they are presently serving.
- vi. Applications not in conformity with the attached specimen application will be rejected without notice. No complaints will be entertained over loss or delay of applications.

9. Furnishing false Information :

Your candidature will be cancelled before recruitment if any information furnished in your application is found to be false or incorrect. If such false or incorrect information is discovered after recruitment, action will be taken to terminate/dismiss from service, subject to the relevant procedures.

10. In the event of any inconsistency or contradiction between the Sinhala, Tamil and English texts of this Gazette Notification, the contents in the Sinhala text shall prevail.

11. In the event of any issue not provided for in this notification, the Commissioner General for Registration of Persons reserves the right to make decisions.

12. The application form can also be downloaded from the website drp.gov.lk.

Commissioner General,
Department for Registrations Persons.

Department for Registration of Persons,
Battaramulla,
28th of August 2025.