

## Post - Vacant

### MINISTRY OF TRADE, COMMERCE, FOOD SECURITY AND COOPERATIVE DEVELOPMENT

#### DEPARTMENT OF REGISTRAR OF COMPANIES

#### Recruitment on Limited Basis for the Post of Company Inspector - 2026

APPLICATIONS are invited from qualified officers currently serving in the posts specified in No. 02 to fill two (02) vacancies in the post of Company Inspector in the Department of the Registrar of Companies on limited basis.

**(01) Method of Recruitment:**

Two candidates who fulfil the qualifications specified in this notification and secure the highest merit among the applicants will be recruited to the post of Company Inspector based on the marks obtained at an interview conducted by an interview board to evaluate eligibility.

The interview for evaluating the eligibility will be held in conformity with the marking scheme mentioned under No.06.

**(02) Required Qualifications:**

2.1 Basic Qualifications for recruitment:

2.1.1 Be a graduate from a university recognized by the University Grants Commission and have completed five (05) years of active and satisfactory service in the Department of the Registrar of Companies, belonging to the MN-02 salary scale or above;

OR

2.1.2 Be an officer in the MN-02 salary scale or above and have passed the G.C.E. (Advanced Level) Examination and with ten (10) years of active and satisfactory service, of which five (05) years must have been satisfactorily completed in the Department of the Registrar of Companies.

2.2 Physical fitness:

Every candidate should have the physical and mental fitness for fulfilling the duties in the post in any part of Sri Lanka.

2.3 Other Qualifications:

2.3.1 Should have an excellent moral character.

2.3.2 Should have completed a period of active and satisfactory service during the five (05) years immediately preceding the date of consideration of qualifications.

2.3.3 Should have satisfied each and every way the qualifications prescribed for recruitment as at the closing date of applications.

**(03) Terms of Employment and Conditions of Service:**

- i The applicant selected for this post shall be subject to the conditions of the recruitment procedure applicable to the post of Company Inspector in the Department of the Registrar of Companies, upon the general conditions governing appointments in the public service.
- ii This post is permanent and pensionable. You are required to contribute to the Widows'/ Widowers' and Orphans Pension Scheme. You shall pay the contribution for the same as prescribed by the Government from time to time.

- iii. This appointment will be subject to a probationary period of one (01) year. Officers should pass the first efficiency bar examination within 03 years from the date of recruitment as a Company Inspector (Grade 111).
- iv. You are required to acquire the proficiency in the prescribed other official language/ official languages in terms of the provisions of Public Administration Circular 18/2020 dated 16.10.2020.
- v. This appointment will be subject to the Procedural Rules of the Public Service Commission, Establishments Code of the Democratic Socialist Republic of Sri Lanka, Financial Regulations of the Government and other departmental regulations.

**(04) Age Limit**

Not applicable.

**(05) Salary Scale**

This post carries the Monthly Salary Scale of Rs. 53,060 - 10 x 800 - 11 x 1,190 - 10 x 1,320 – 5 x 1,350 – 94,100/- . In terms of the Public Administration Circular No. 10/2025 dated 25.03.2025 the salary scale applicable is MN – 4 – 2025. Payment will be made in accordance with the provisions of the said circular, as set out in Schedule II thereof.

**(06) Interview for evaluating the eligibility**

Interview for evaluating the eligibility will be conducted by the Interview Board appointed by the Registrar General of Companies.

Interview will be on the basis of the marking scheme below.

**Post of Company Inspector - Marking Scheme for the Interview for evaluating the eligibility**

Index No.	Subject	Marks	Maximum Marks
<b>01.</b>	<b><i>Additional Educational Qualifications</i></b>		<b>30</b>
	a) A Bachelor of Laws (LL.B.) degree obtained from a university recognized by the University Grants Commission.	30	
	b) Any other degree obtained from a university recognized by the University Grants Commission.	25	
	c) A diploma obtained from an institution recognized by the University Grants Commission.	20	
	d) Based on the passes obtained in the G.C.E. Advanced Level Examination,		
	i. Three credit passes or three higher passes.	15	
	ii. two credit passes and one ordinary pass.	12	
	iii. one credit pass and two ordinary passes.	08	
	iv. three ordinary passes.	05	
	<b>Note I:</b> No marks shall be awarded for qualifications that have already been considered for recruitment to a post in the Department of the Registrar of Companies, for promotion within the service of the Department, or for passing/exemption from an efficiency bar.		
	<b>Note II:</b> Marks will be awarded only for the highest qualification obtained.		
<b>02.</b>	<b>Professional Qualifications</b>		<b>10</b>

Index No.	Subject	Marks	Maximum Marks
	<p>(a) in the Department of Registrar of Companies,</p> <p>i. Having served in the Company Inspectorate Division 10 ii. Having served in a Company Division 08 iii. Having served in another Division 05</p> <p>(b) Having been serving in another institution for the past three (03) years. 02</p> <p><b>Note I:</b> No marks shall be awarded for qualifications that have already been considered for recruitment to a post in the Department of the Registrar of Companies, for promotion within the service of the Department, or for passing/exemption from an efficiency bar.</p> <p><b>Note II:</b> Marks will be awarded only for the highest qualification obtained.</p>		
<b>03.</b>	<b>Experience</b>		<b>20</b>
	Marks shall be awarded in accordance with the provisions of Public Service Commission Circular 01/2019.		
<b>04.</b>	<b>Language Proficiency</b>		<b>20</b>
	<p>a) An Advanced Certificate in English Language from a university recognized by the University Grants Commission, or an NVQ Level 4 Certificate in English Language from another recognized institution. 20</p> <p>b) Having obtained a credit pass or higher in English at the G.C.E. Advanced Level Examination. 15</p> <p><b>Note I:</b> No marks shall be awarded for qualifications that have already been considered for recruitment to a post in the Department of the Registrar of Companies, for promotion within the service of the Department, or for passing/exemption from an efficiency bar.</p> <p><b>Note II:</b> Marks will be awarded only for the highest qualification obtained.</p>		
<b>05.</b>	<b>Knowledge on Information Technology:</b>		<b>15</b>
	<p>a) Having studied Information Technology as a main subject for a degree from a university recognized by the University Grants Commission. 15</p> <p>b) For a diploma course in Information Technology of not less than one year or 1,500 hours from a government-recognized institution. 10</p> <p>c) For a certificate course in Information Technology from a government-recognized institution 08 05</p> <ul style="list-style-type: none"> <li>• 06 months / 720 hours</li> <li>• 03 months / 360 hours</li> </ul> <p>(Marks will be awarded only for the highest qualification obtained.)</p>		
<b>06.</b>	<b>Merit shown in the interview</b>		<b>05</b>
	The applicant's motivation (0.5 points), situational skills (1.0 point), and abilities (3.5 points) shall be evaluated and scored in relation to the duties of the post.		
<b>Total</b>			<b>100</b>

Note - If the certificates submitted during the aptitude assessment interview do not specify the relevant time limits, it shall be the responsibility of the applicant to obtain written confirmation of such time limits from the issuing institution. Certificates that do not specify a date or lack confirmation of the date shall not be considered for awarding marks.

Qualifications required to obtain the basic qualification shall not be scored at the Interview for evaluating the eligibility.

It should be noted that appointments shall be made in order of merit based on the total marks obtained at the Interview for evaluating the eligibility, and that appearing for the interview does not confer any entitlement to appointment.

**(07) Identity of the Candidates**

Those who have completed the application in every respect will only be invited for the interview for evaluating eligibility. Originals and duly certified copies of all certificates shall be submitted at the Interview for evaluating the eligibility. Documents submitted later shall not be considered for marking.

Any following documents are accepted for verification of identity of the candidate at the interview for evaluating eligibility.

- i. Valid National Identity Card issued by the Commissioner for Registration of Persons
- ii. Valid passport
- iii. Valid driving license

**(08) Method of Application**

- i. Applications should be sent by registered post to reach the address “Registrar General of Companies, Department of Registrar of Companies, No. 400, D.R. Wijewardhene Mawatha, Colombo 10” on or before **09.03.2026**. Applications received after the said date will be rejected.
- ii. A specimen of the application to be preferred is appended at the end of this notice. Applications should be prepared in A4 size papers indicating the items No.01 to 02 on the first page and the items No. 03 to 05 on the second page and items No. 06 to 08 on the third page and perfected in applicant’s own handwriting.

The top left corner of the envelope containing the application should be marked as ‘Recruitment to the Post of Company Inspector’

- iii. Applications that do not conform to the attached specimen application form will be rejected. No complaints will be entertained regarding the loss or delay of applications.

**(09) Furnishing false information:-**

If any information provided in your application is found to be false or incorrect prior to recruitment, your candidacy will be cancelled.

If such false or incorrect information is discovered after recruitment, action will be taken to dismiss the employee in accordance with the relevant procedures.

**(10)** The Public Service Commission reserves the right to fill or leave vacant.

**(11)** In the event of any inconsistency or contradiction among the Sinhala, Tamil, and English versions of this Gazette Notification, the Sinhala version shall prevail.

**(12)** In the event of any dispute arising in connection with any matter not addressed in this announcement or in this recruitment process, the decision of the Public Service Commission shall be final.

Registrar General of Companies,  
Department of Registrar of Companies.  
On 30 of 01, 2026