

Ministry of Digital Economy
Department for Registration of Persons

Recruitment on Open Basis for the Post of Bilingual Clerk Grade III in the Management Assistant Non -Technical Segment 2 Service Category in the Department for Registration of Persons - 2026

Applications are invited from Sri Lankan citizens who have fulfilled the qualifications mentioned in this notification to fill 15 vacancies for the post of Bilingual Clerk; Grade III in the Management Assistant Non-Technical Segment 2 Service Category in the Department for Registration of Persons, Ministry of Digital Economy.

01. Method of Recruitment:

Recruitment shall be done 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, only for the candidates meeting the qualifications set out in this notice, and the candidates who obtain the highest marks, respectively, will be recruited for the number of vacancies available from among the applicants who exceed the minimum passing score in the said test.

02. Qualifications:

2.1 Educational Qualifications:

(a) Should have passed the G.C.E. (O/L) examination in six (06) subjects in one sitting with credit passes in Sinhala/Tamil/English, Mathematics and two other subjects.

and

(b) Should have obtained **one** of the following qualifications in the GCE (Ordinary Level) examination.

(i) If the applicant's language medium is Sinhala, should have obtained a simple pass for Tamil as the second language.

(ii) If the applicant's language medium is Tamil, should have obtained a simple pass for Sinhala as the second language.

(iii) If the applicant's language medium is English, should have obtained a simple pass for Sinhala Language/ Language and Literature or Tamil Language/Language and Literature.

and

(c) Should have passed at least one (01) subject (excluding the Common General Test and General English) in the General Certificate of Education (Advanced Level) Examination.

2.2 Physical Qualifications:

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

2.3 Other Qualifications:

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

Note I :

Copies of documents in proof of the basic educational qualifications (GCE Ordinary Level and GCE Advanced Level) certified by the applicant must be attached to the application.

03. Age Limit:

Applicants should not be less than 18 years and not more than 30 years of age as at the closing date of applications.

04. Terms of Employment and Conditions of Service :

- i. This post is permanent and pensionable. You will be subject to any policy decision made by the Government in 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 before the lapse of 03 years after recruitment to Grade III as specified 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 associated 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. The language medium applied for will not be allowed to change later, and the medium of language mentioned in the application will be the language medium that you are qualified for your appointment.

05. 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. 45,230-10×540-11×630-10×890- 10×1,190 - 78,360/- (MN 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.

06. The following marking scheme will be used for evaluating eligibility at the interview. (The minimum score to be considered for selection is 35 points)

Serial No.	Subject	Marks	Maximum Marks
01.	<p>Language proficiency in addition to basic qualifications:</p> <p>01. At the GCE (Ordinary Level) Examination</p> <p>I. If the applicant's language medium is Sinhala</p> <p>(i) Second Language Tamil</p> <ul style="list-style-type: none"> - For an A pass 10 - For a B pass 08 - For a C pass 05 <p>(ii) English Language</p> <ul style="list-style-type: none"> - For an A pass 10 - For a B pass 08 - For a C pass 05 <p>II. If applicant's language medium is Tamil</p> <p>(i) Second language Sinhala</p> <ul style="list-style-type: none"> - For an A pass 10 - For a B pass 08 - For a C pass 05 <p>(ii) English Language</p> <ul style="list-style-type: none"> - For an A pass 10 - For a B pass 08 - For a C pass 05 <p>III. If applicant's medium of language is English</p> <p>(i) Second language Sinhala</p> <ul style="list-style-type: none"> - For an A pass 10 - For a B pass 08 - For a C pass 05 <p>(ii) Second Language Tamil</p> <ul style="list-style-type: none"> - For an A pass 10 - For a B pass 08 - For a C pass 05 <p>02. For a course in the relevant language obtained from a Government recognized institution</p> <ul style="list-style-type: none"> - Not less than 03 months 05 - Not less than 06 months 10 - One year or more 20 <p>(Marks will be awarded only for highest qualification of No. 02)</p>		40
02.	<p>Experience in working in all three languages:</p> <p>05 marks each for a period not less than 06 months</p> <p>(Public or private sector officers who have fulfilled the above qualifications, when applying for this position, shall submit a service certificate authenticated by the head of their institution to substantiate their experience in working in all three languages)</p>		30

03.	Knowledge of Information Technology For a programme of study on Information Technology conducted by a Government recognized Institution <ul style="list-style-type: none"> - Not less than 03 months - Not less than 06 months - 01 year or more (Marks will be awarded only for highest qualification)	05 10 20	20
04.	05 questions asked by the interview panel to assess language proficiency The interview panel will ask 5 questions to assess language proficiency, each question carrying 1 mark.		05
05.	Personality and Merit Demonstrated at the Interview I. General Knowledge and Intelligence II. Language skills III. Personality and the ability to articulate ideas clearly	02 02 01	05
06.	Grand Total		100

Note II - 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.

07. 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.

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

08. Method of Submitting the Application:

- i. Applications should be sent under registered post to reach "Commissioner General, Department for Registration of Persons, Suhurupaya, Battaramulla" on or before 06.04.2026. 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 using both sides in a manner that numbers 01 to 08 appear on the first page, numbers 09 to 10 on the second page and numbers 11 to 14 on the third page, and complete in their own handwriting.
- iii. 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.
- iv. The top left corner of the envelope containing the application should be clearly marked as "Application for the Post of Bilingual Clerk, Grade III".
- v. 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.
- vi. 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 currently serving.

09. 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 or during this recruitment process, 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 Registration of Persons

On 24th of February 2026 .
Department for Registration of Persons,
Battaramulla.