

LEGAL DRAFTSMAN'S DEPARTMENT

First Efficiency Bar Examination for Translators Grade II in the Legal Draftsman's Department - 2019

01. IT is hereby notified that the first efficiency bar examination for translators of the Legal Draftsman's Department will be held by the Department of Examinations, Sri Lanka in August 2019 in Colombo in accordance with the provisions of the relevant approved scheme of recruitment for translators of the Legal Draftsman's Department.

02. (i) This examination will be held by the Commissioner General of Examinations of the Department of Examinations, Sri Lanka, and the candidates are subject to rules stipulated by him with regard to the holding of the examination and the release of results. The decision of the Commissioner General of Examinations with regard to the holding of the examination and the release of results shall be final.
- (ii) The rules stipulated for candidates have been printed separately in the *Gazette* notification. If these rules are violated by any candidate, they shall be liable to a punishment imposed by the Commissioner General of Examinations.

03. *Examination fees.*— The candidates can sit for the subjects prescribed for the examination in one occasion or separately. No fees will be charged from candidates sitting for the entire examination or for any single subject for the first time. Where the candidate sits for this examination on any subsequent occasion, an examination fee of Rs.250/- will be charged for a single subject and Rs.500/- will be charged for the entire examination. The examination fees shall be paid to any post office or sub post office in the island to the credit of Revenue Head 20- 03-02-13 of the Commissioner General of Examinations and the receipt issued shall be affixed at the appropriate place in the application form. (It may be useful to retain a photocopy of the receipt with the candidate.) The examination fees paid will neither be refunded nor be transferred for any other examination under any circumstance.

04. *Applications.*— The application shall be prepared in accordance with the specimen application form annexed hereto. The application shall be prepared using both sides of an A4 size paper and the headings 01 to 05 shall be on the first page and the balance portion shall be taken to be the second page. In applications prepared in the Sinhala language, the name of the examination appearing in the caption of the application shall be in English in addition to Sinhala. Similarly, in the applications prepared in the Tamil language, the name of the examination appearing in the caption of the application shall be in English in addition to Tamil. The application form may be typed but it shall be filled correctly and legibly in the handwriting of the applicant. The applications prepared accordingly by the applicants shall be sent through the Head of the Department, by registered post to the "Commissioner General of Examinations, Organizations (Establishment and Foreign Examinations) Branch, Department of Examinations, Sri Lanka, P.O. Box 1503, Colombo", to be reached before 10.06.2019. When the application is sent, the name of the examination shall be mentioned on the top left hand corner of the envelope. Incomplete applications and applications received after the closing date shall not be accepted. The applicant shall ensure that the completed application is in conformity with the specimen application form and the applications which are not in conformity with the specimen application form will be rejected. (It will be useful to retain a photocopy of the completed application with the applicant.)

05. *Identity of the applicant.*— Every applicant shall prove his identity to the satisfaction of the supervisor of the examination hall in respect of every subject he/she appears at such examination hall. For such purpose any one of the following documents will be accepted: -

- (i) National Identity Card.
- (ii) a valid Passport.
- (iii) a valid Driving License.

With regard to the candidature of the applicants who are unable to submit one of the aforesaid documents, the decision of the Commissioner-General of Examinations shall be final.

06. The Commissioner General of Examinations shall issue admission cards together with a copy of the time table

to the applicants who have submitted applications on the presumption that only those who have qualifications specified in the *Gazette* notification have applied. Soon after the admission cards are issued to the applicants, the Department of Examinations, Sri Lanka, will publish a notification in the newspapers to that effect. If there are applicants who did not receive admission cards after 2 or 3 days of the publication of the said notification, they shall inform the Department of Examinations via the telephone numbers given in the notification. When doing so the applicant shall mention the applicant's full name, address, National Identity Card number and the name of the examination. When making such inquiry it is useful that the applicant be ready with a copy of the application which was retained with the applicant, the copy of the receipt received when making the payment of fees and a copy of the registered article receipt. If the applicant is from outside Colombo, it will be useful to make inquiries through a request letter referred to the Department of Examinations via fax, stating the candidates fax number and other information given above, enabling him to receive a copy of the admission card through fax.

07. The signature of the applicant in the application and in the admission card for the examination shall be attested by the Head of the Department or any officer authorized by him. An applicant shall sit for the examination in the hall specified for him/her under the index number given to him/her and the admission card in which his/her signature is attested by a specified officer shall be handed over to the supervisor of the examination on the date of the examination. An applicant who does not submit the admission card will not be allowed to sit for the examination.

08. The post held by the applicant and place of work at the time of making the application is relevant to all matters relating to the examination and any changes in respect thereof after sending the application will not be taken into consideration.

09. The Head of the Department must approve duty leave for applicants, who have received admission cards issued by the Commissioner-General of Examinations, enabling them to sit for the examination. No travelling expenses shall be paid.

10. This examination shall be held in Sinhala, Tamil and English media only. If the applicant has joined public service through a competitive examination he/she shall sit for the examination in the medium in which he/she sat for the said competitive examination and any applicant who has joined public service without sitting for a competitive examination, shall sit for this examination in the medium in which he/she sat for the examination through which he/she got qualified to enter the public service. The applicant shall sit for all subjects of the examination in one medium. An applicant will not be later permitted to change the medium mentioned in his application.

11. *Examination Procedure :*

1. Name of the examination: 1st Efficiency Bar Examination for Translators Grade II (English /Sinhala and English/ Tamil) in the Legal Draftsman's Department -2019

2. Particulars of the examination:

<i>Question paper</i>	<i>Time</i>	<i>Total Marks</i>	<i>Pass mark</i>
(1) Proficiency in translation	02 hours	100	40%
(2) Basic knowledge in Establishment and Procedure Code and Financial Regulations	02 hours	100	40%

3. The authority conducting the examination:
Public Service Commission/ an officer authorised by the Public Service Commission

4. The number of times the examination is held: At least once a year

5. Syllabus for the examination:

<i>Name of the Question Paper</i>	<i>Syllabus</i>
01. Proficiency in translation	<p>A written examination.</p> <p>Syllabus</p> <ol style="list-style-type: none"> 1. Translation of a part of an Act of Parliament from English Language to Sinhala/Tamil. 2. Comparison of a part of an Act in English language with an incorrect Sinhala/Tamil translation thereof and revision of the said Sinhala/ Tamil translation in line with the English version. 3. Translation of certain legal terms/words from English language to Sinhala/ Tamil with words which are currently used in Acts of Parliament. 4. Correction of certain grammatically incorrect Sinhala/Tamil sentences. 5. Correction of certain words with incorrect spelling by inserting the correct spelling in the appropriate place, in order to assess the candidate's prudence in respect of spelling in Sinhala language. (This paragraph shall also apply to officers who sit for this examination in Tamil language.)
2. Basic knowledge in Establishment and Procedure Code and Financial	A written examination.

<i>Regulations</i>	<i>Syllabus</i>
	<ol style="list-style-type: none"> 1. Chapter VI, VII, VIII, XII, XIV, XXIV, XXVII, XXVIII, XXXI of volume I of the Establishment Code 2. Procedural rules of the Public Service Commission 3. Chapter IV, V, VI, IX of Financial Regulations

Note.

- * An applicant can sit for the above subjects separately.
- * The failure to pass the above examination within the specified period will result in deferment of the increment.

12. Issuing of an admission card to an applicant shall not be considered as he/she has fulfilled the qualifications to be eligible to sit for the examination.

13. In respect of any matter not specified in this gazette notification the decision of the Legal Draftsman shall be final.

14. If there is any inconsistency between the Sinhala and Tamil versions of this notification, the Sinhala notification shall prevail.

Legal Draftsman,
Legal Draftsman's Department,
Colombo 12.

SPECIMEN APPLICATION FORM

FIRST EFFICIENCY BAR EXAMINATION FOR TRANSLATORS GRADE II IN THE LEGAL DRAFTSMAN'S DEPARTMENT-2019

For office use only

The medium in which the candidate intends to sit for the examination:

Sinhala - 2

Tamil - 3

English - 4

(Write the relevant number in the cage)

01 1.1 Name in full (In English capital letters) : _____.

Example (HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDHANA)

1.2 Name giving the last name first and the first letters of the other names thereafter (in English capitals letters) : _____.

(Example : GUNAWARDANA H.M.S.K)

1.3 Name in Full : _____.

(in Sinhala/Tamil)

02 2.1 Name and address of Office/Department/Institution : _____.

(in English capital letters)

(Admission Card will be posted to this address)

2.2 Name and address of Office/Department /Institution : _____.

(in Sinhala/Tamil)

2.3 Private Address : _____.

(in Sinhala/Tamil)

03. National Identity Card No.:

04. Male/Female:

4.1 Male -0 Female - 1 (insert the relevant number in the cage)

4.2 Telephone No.: Mobile

05. Subject/Subjects which you sit for the examination this year:

Serial No.	Subject	Subject No.

06. Date of Birth : Year : Month : Date :

07. Present Post :

7.1 Post : _____.

7.2 Number of the Appointment letter : _____.

- 08 8.1 Do you sit for this examination for the first time? :_____.
- 8.2 If this is not the first time that you sit for this examination, the amount of examination fees paid :_____.
- 8.3 Receipt Number :_____.
- 8.4 Date :_____.

Affix the receipt here (only if relevant). (It may be useful to have a photocopy of the receipt with you)

I state that the details given above are correct and that I am entitled to sit this examination in the above medium and I have paid the examination fee of Rs. and the receipt is affixed hereto. Further, I state that I agree to the rules imposed by the Commissioner General of Examinations regarding the holding of the examination, and issuing of the results.

_____,
Signature of the Applicant.

Date :_____.

The applicant shall place his signature before the Head of the Department or any officer authorized to sign on behalf of the Head of the Department.

Attestation of the Signature :

I do hereby state that Mr./Mrs./Miss is an officer of my Department who is known to me personally and he/she placed his/her signature before me and has affixed the receipt obtained on payment of the prescribed examination fee.

_____,
Signature of attesting officer.

Name :_____.
Designation :_____.
Address :_____.
Date :_____.
(Confirm by placing official seal)

Certificate of the Head of the Department :

- I certify that,
1. I perused the details given in this application; and
 2. the officer concerned is eligible to sit for this examination.

_____,
Signature of Head of the Department and Official Seal.

Name :_____.
Designation :_____.
Address :_____.
Date :_____.