

04. Ratio of recruitment :

Stream	Percentage
Open	75%
Limited	25%
Merit	Not applicable

**Note:** In case, the number of qualified applicants is found to be insufficient for the recruitment under the limited stream, such number of vacancies will be filled under the open stream. Further, in the event that the number of qualified applicants is insufficient under the open stream, recruitment shall be made as per the following qualifications.:

05. *Qualifications.*– The following qualifications are required for the post of Translator Grade II (Sinhala / English) (Tamil / English) and (Sinhala / Tamil) - (Open/ Limited)

5.1. **Translator (Sinhala/ Tamil) :**

Applicants should have obtained;

I. A degree from a university recognized by the University Grants Commission

*and*

II. A credit pass for Sinhala and Tamil as a core subject at G.C.E. (O/L) examination or equivalent examination, or a credit pass for the other language as the second language level or a credit pass for the first language with an higher level qualification.

*and*

III. Applicants should pass a practical test on computer typesetting in both Sinhala and Tamil languages.

**Translator (Sinhala/English):**

Applicants should have obtained;

I. A degree from a university recognized by the University Grants Commission, and

II. A credit pass for Sinhala Language and a credit pass for English Language/ English Literature at G.C.E (O/L) examination or equivalent examination

*and*

**DEPARTMENT OF OFFICIAL LANGUAGES**

**Open / Limited Competitive Examination for recruitment of post of Translator Grade II (Sinhala/English), (Tamil/ English) and (Sinhala Tamil) of the Department of Official Languages - 2019**

APPLICATIONS are hereby called from qualified citizens of Sri Lanka for the following posts of the Department of Official Languages :

Translator (Sinhala / English) - Number of vacancies - 02

Translator (Tamil / English) - Number of vacancies - 04

Translator (Sinhala / Tamil) - Number of vacancies - 07

02. *Monthly Salary Scale.*– Rs. 36,585 - 10 x 660 - 11 x 755 - 15x 930 - Rs. 65,440 /- (MN - 6 - 2016) - (A).

03. This post is permanent and pensionable.

III. Applicants should pass a practical test on computer typesetting in both Sinhala and English languages.

**Translator (Tamil/ English)**

Applicants should have obtained;

- I. A degree from a university recognized by the University Grants Commission, and
- II. A credit pass for Tamil Language and a credit pass for English Language/ English Literature at G.C.E (O/L) examination or equivalent examination.
- III. Applicants should pass a practical test on computer typesetting in both Tamil and English languages.

5.2. *Physical fitness.*– Every candidate should be physically and mentally fit to serve in any part of Sri Lanka and to discharge duties assigned to the post.

5.3. *Other:*

1. Should be a citizen of Sri Lanka.
2. Should be of an excellent character.
3. Should have completed all the qualifications required for recruitment to the post in each and every way, as at the date prescribed in the Notice of Calling Applications/*Gazette* Notification.

5.4. The officers who are currently in the public service should hold permanent posts and have been confirmed in the respective posts.

06. *Service Conditions :*

- I. The Commissioner General of Official Languages determines the number of appointments and the effective date of such appointments. The Commissioner General of Official Languages reserves authority to fill a certain number of vacancies or all the vacancies.
- II. The first Efficiency Bar Examination should be passed within three (03) years from the date of appointment to the post.
- III. Language proficiency should be acquired in terms of Public Administration Circular No. 1/ 2014 within five (05) years from the date of appointment to the post.
- IV. The selected candidates will be recruited to Grade II of the post in terms of the provisions set out in the Procedural Rules of the Public Service Commission published in the Extraordinary *Gazette* No. 1586 / 30 dated 20.02.2009 and the provisions set out in the Establishment Code.
- V. All the recruitments will be subject to the approved Scheme of Recruitment and the amendments made to the same in the future.
- VI. The officers who are already in the public service should forward their applications through the respective Heads of the Departments / Institutions.

07. *Age Limit :*

- Open : Should not be less than 21 years and not more than 35 years as at the closing date for applications.  
Limited : Not applicable

08. *Method of Recruitment.*– Recruitments are made based on the results of a written examination and the qualifications will be verified at an ordinary interview.

8.1. *Subjects of the Examination :*

	<i>Question paper</i>	<i>Duration</i>	<i>Total marks</i>	<i>Pass marks</i>
Translator (Sinhala/English)	1. Translation- Sinhala to English	03 hours	100	40%
	2. Translation- English to Sinhala	03 hours	100	40%
	3. Sinhala Language	1 and 1/2 hours	100	40%
	4. English Language	1 and 1/2 hours	100	40%
Translator (English/ Tamil)	1. Translation- Tamil to English	03 hours	100	40%
	2. Translation- English to Tamil	03 hours	100	40%
	3. Tamil Language	1 and 1/2 hours	100	40%
	4. English Language	1 and 1/2 hours	100	40%
Translator (Sinhala/Tamil)	1. Translation- Sinhala to Tamil	03 hours	100	40%
	2. Translation- Tamil to Sinhala	03 hours	100	40%
	3. Sinhala Language	1 and 1/2 hours	100	40%
	4. Tamil Language	1 and 1/2 hours	100	40%

8.2 *Syllabus :*

	<i>Question Paper</i>	<i>Syllabus</i>
Translator (Sinhala/ English)	1. Translation- English to Sinhala	Translating 03 passages selected from administrative, legal, scientific, technological, aesthetic, literary and religious documents from English Language to Sinhala Language.
	2. Translation - Sinhala to English	Translating 03 passages selected from administrative, legal, scientific, technological, aesthetic, literary and religious documents from Sinhala Language to English Language.
	3. Sinhala Language	Writing an essay, writing a précis, summarizing a given passage using the candidate's own words, constructing sentences so as to give the meanings of the given words, correcting grammar mistakes in sentences, defining idioms, correct spellings.
	4. English Language	Writing an essay, constructing sentences so as to give the meanings of the given words, defining idioms, analyzing compound and complex clauses
Translator (Sinhala/Tamil)	1. Translation - Tamil to Sinhala	Translating 03 passages selected from administrative, legal, scientific, technological, aesthetic, literary and religious documents from Tamil Language to Sinhala Language.
	2. Translation - Sinhala to Tamil	Translating 03 passages selected from administrative, legal, scientific, technological, aesthetic, literary and religious documents from Sinhala Language to Tamil Language.
	3. Sinhala Language	Writing an essay, writing a precis, summarizing a given passage using the candidate's own words, constructing sentences so as to give the meanings of the given words, correcting grammar mistakes in sentences, defining idioms, spellings
	4. Tamil Language	Writing an essay, writing a precis, summarizing a given passage in candidate's own words, constructing sentences so as to give the meanings of the given words, correcting grammar mistakes in sentences, defining idioms, spellings

	<i>Question Paper</i>	<i>Syllabus</i>
Translator (Tamil/ English)	1. Translation- Tamil to English	Translating 03 passages selected from administrative, legal, scientific, technological, aesthetic, literary and religious documents from Tamil Language to English Language.
	2. Translation- English to Tamil	Translating 03 passages selected from administrative, legal, scientific, technological, aesthetic, literary and religious documents from English Language to Tamil Language.
	3. Tamil Language	Writing an essay, writing a precis, summarizing a given passage using the candidate's own words, constructing sentences so as to give the meanings of the given words, correcting grammar mistakes in sentences, defining idioms, spellings
	4. English Language	Writing an essay, writing a precis, summarizing a given passage, constructing sentences so as to give the meanings of the given words, correcting grammar mistakes in sentences, defining idioms, spellings

09. *Punishment for providing false information.*— Candidates should carefully provide accurate information when filling the application. In accordance with the rules of this examination, if a candidate is revealed to be not qualified, his/ her candidature is liable to be cancelled at any time, before, after or during the examination. If certain information furnished by a candidate is revealed to be false on any occasion, he/she is liable to be dismissed from the public service. Issuance of an admission card by the Commissioner General of Official Languages shall not necessarily mean that the candidate has satisfied all the requirements to sit for the examination. Candidates should abide by the rules imposed by the Commissioner General of Official Languages regarding the examination. In case of violation of any such rule, he/she shall be subject to any punishment imposed by the Commissioner General of Official Languages.

10. In case of any inconsistencies or discrepancies between Sinhala, Tamil and English texts of this *Gazette Notification*, the Sinhala text shall prevail.

11. *Examination fee.*— The examination fee is Rs.1000/=. Payment of examination fee can be made at any Divisional Secretariat or District Secretariat to be credited to the Revenue Head 2003-99-00 of the Director General, Treasury Operations. The receipt obtained for the payment of the examination fees from the Divisional/District Secretariat should be pasted in the relevant cage of the application form.(It is advisable to retain a photocopy of the same with you) Under no circumstance the examination fee will be refunded.

12. Candidates should carefully provide the accurate information when filling the application. If a candidate is found to be disqualified in accordance with the rules of this Recruitment Examination his/ her candidature is liable to be cancelled at any time, before, after or during the examination. If it is revealed after appointment to the post that some information given is incorrect, he/she will be dismissed from the public service.

13. The application should be prepared using A4 (24x29 cm) size papers as follows :

- Section 1 to 3.4 on the first page, and
- Section 4 onwards in the next pages
- When preparing the application, the title of the examination should be in both Sinhala and English Languages in applications prepared in Sinhala and in both Tamil and English in applications prepared in Tamil. The application should be clearly filled in the candidate's handwriting.

13.1 The top left-hand corner of the envelope in which the application form is enclosed should carry the words "Recruitment to the Post of Translator (Sinhala/English)(Tamil/English) and (Sinhala/Tamil) - 2019".

13.2 The duly perfected application should be sent under registered cover to reach the following address on or before 11/10/2019. Late applications will not be entertained.

Commissioner General of Official Languages,  
Department of Official Languages,  
No. 341/7,  
Kotte Road,  
Rajagiriya.

13.3 The signature of the applicant given in the application form should have been attested by a Principal of a Government School, a Justice of the Peace, a Commissioner for Oaths, a Notary Public, a Commissioned Officer in the Armed Forces, or Staff Officer of Public Service or Provincial Public Service.

13.4 Those who are already in the public service should send the applications through their respective Heads of Department / Institution.

14. Any of the following documents should be produced to the Supervisor of Examination, to establish the identity of the candidate.

- (i) National Identity Card issued by the Department of Registration of Persons,
- (ii) Valid Passport.

15. Any matter not referred to herein will be decided by Commissioner General of Official Languages. All candidates are bound to comply with the general rules published in this *Gazette*.

PRINCE SENADEERA,  
Commissioner General of Official Languages,  
Department of Official Languages.

No. 341/7, Kotte Road,  
Rajagiriya.  
20th September, 2019.

### MODEL APPLICATION FORM

APPLICATION FOR THE POST OF TRANSLATOR (SINHALA/ENGLISH) (TAMIL/ENGLISH) AND (SINHALA/TAMIL)

For Office Use

The post applied :   
(Mention the relevant number)

1. Translator (Sinhala / English)
2. Translator (Tamil / English)
3. Translator (Sinhala/Tamil)

01. Name:

1.1. Name with initials : Mr./Mrs./Miss : \_\_\_\_\_ . (In block capitals)

1.2. Full Name : \_\_\_\_\_ . (In block capitals)

1.3. Full Name : \_\_\_\_\_ .

(In Sinhala/Tamil)

1.4. National Identity Card Number :-

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02. Address:

2.1. Permanent address : \_\_\_\_\_ . (In block capitals)

2.2. Official address : \_\_\_\_\_ . (In block capitals)

2.3. Official address : \_\_\_\_\_ .

(In Sinhala/Tamil)

- 2.4. Address to which the Admission Card should be posted :—————. (in block capitals)  
2.5. Telephone number :—————. .  
2.6. District of the candidate's permanent residence :—————. .  
2.7. Duration of residence :—————. .  
2.8. Grama Niladhari Division :—————. .

03. 3.1. Gender :- Female - 1      Male - 0            (Write the relevant number)  
3.2. Civil Status :- Married -1      Unmarried- 2            (Write the relevant number)  
3.3. Date of Birth: - Year :          Month :        Date :    
3.4. Age as at 11.10.2019 : Years :—————.      Months :—————.      Days :—————. .

04. Educational Qualifications:-

- 4.1 (a) Degree :—————. .  
(b) Year in which the degree was obtained and the University :—————. .  
(c) Subjects followed for the degree :—————. .  
4.2 G.C.E. (A/L) :  
(i) Year and Month of the Examination :—————. .  
(ii) Index No. :—————. .  
(iii) Results :

<i>Subjects</i>	<i>Grade</i>

4.3 G.C.E. (O/L) :

- (i) Year and Month of the Examination :—————. .  
(ii) Index No. :—————. .  
(iii) Results :

<i>Subject</i>	<i>Grade</i>	<i>Subject</i>	<i>Grade</i>

05. Have you ever been convicted guilty by any court of law? :

(Mark ✓ in the relevant cage)

Yes       No

Indicate particulars, if the answer is yes :—————. .

06. Examination fees:

- i. Office in which the examination fee is paid :—————. .  
ii. Receipt number and date :—————. .  
iii. Amount paid :—————. .

The receipt obtained for the payment should be pasted here. (Please keep a photocopy of the samewith you)

07. Certification by the candidate :

I hereby declare that information furnished by me is true and correct to the best of my knowledge and further, I agree with any decision made to cancel my candidature during, before or after the examination, if I am found to be disqualified in accordance with the conditions of this recruitment examination.

\_\_\_\_\_,  
Signature of the Candidate.

Date : \_\_\_\_\_.

*Attestation of the signature*

I hereby certify that ..... who is forwarding this application is personally known to me and she/he has placed his/her signature in my presence.

Date : \_\_\_\_\_.

\_\_\_\_\_,  
Signature of the Attester.  
Name : \_\_\_\_\_.  
Post : \_\_\_\_\_.  
Official Stamp : \_\_\_\_\_.

**(For those who are already in the Public Service)**

*Certification of the Head of the Department*

I hereby certify that Mr./Mrs./Miss .....has been working in this office since ..... and his/her conduct and performance always remain up to my satisfaction and, I personally verified all the details mentioned hereof by associating his/ her personal file records placed in this office and, he/she put his/her signature in my presence. If he/she selected, he/she can/ cannot be released from the service.

Date : \_\_\_\_\_.

\_\_\_\_\_,  
Signature of the Head of the Department.  
Name : \_\_\_\_\_.  
Post : \_\_\_\_\_.  
Official Stamp : \_\_\_\_\_.