

MINISTRY OF EDUCATION

Link Language (English) Examination for Sri Lanka Education Administrative Service - 2020

THE Link Language examination, conducted as per the service minute of Sri Lanka Education Administrative Service No: 1928/28 and dated 21st August 2015, will be held in the month of April 2021 in Colombo.

2. All officers belonging to Sri Lanka Education Administrative Service should obtain proficiency in Link Language within three (03) years of the date of recruitment.

Note 1: If an officer has obtained a minimum "C" pass or above at G.C.E. (O/L) examination **OR** has entered into the service appearing the recruitment examination in English medium, he / she shall be released from this requirement. All other officers need to get through this examination.

3. The syllabus and other provisions related to this examination was published in the *Gazette extraordinary* No: 1928/28 and dated 21 August 2015 of the Democratic Socialist Republic of Sri Lanka. Extracts of said gazette notification is given below for the benefit of applicants.

4. Evaluation Procedure - Written Test

Subject Number	Subject	Marks	Time (Hours)
01	English Language	100	02

4. Syllabus :

4.1. English Grammar

A suitable level of proficiency on the following forms of grammar in spoken and written language is expected from the candidate.

- Tenses and numbers
- Sentences (simple/compound/complex/compound complex)
- Relative clauses
- Reported speech
- Adjectives and adverbs
- Determiners
- Prepositions

4.2. Writing Skills

The knowledge on the modern formats and styles of writing is tested in this area of study.

- Essay writing
- Summary writing skills
- Report writing skills
- Letter writing

4.3. Reading Skills

Candidate's ability to comprehend a printed text, infer meaning and verbal/written interpretation is expected.

- Reading and understanding the specific and general meaning of a printed text
- Reading and Interpretation (verbal/written)

5. Applicants need to obtain minimum 40% or above in order to pass this examination.

5.1. Commissioner General of Examinations shall forward the result sheet with the results of all applicants to the Secretary, Ministry of Education. No result sheets shall be issued to applicants individually.

6. Applications prepared using both sides of A4 size paper need to be in conformity with the specimen given at the end of this notice. Item 01 to 04 should appear on the first page and the remaining items should appear on the second page. Candidates should write relevant information in their own handwriting. Applications not in conformity with the specimen provided at the end of this notice or applications with incomplete details shall be rejected without notification. Therefore, candidates need to make certain if their applications are in conformity with the specimen provided, if all details are duly included, if exam fees has been duly paid and the receipt is attached and if payment details are clearly written in the relevant place on the application. It will be useful to keep a photocopy of the application with applicant. When preparing both Sinhala and Tamil language applications, in addition to Sinhala or Tamil language the name of the examination should also be written in English on the heading.

7. Commissioner General of Examinations shall conduct the examination. All applicants should obey the rules and regulations endorsed by the Commissioner

General of Examinations. Candidates who violate such rules and regulations shall subject to punishment imposed by the Commissioner General of Examinations. General Rules and regulations of the examinations are published separately in the gazette. Moreover, the candidates should adhere to prevailing quarantine laws and regulations of the country.

8. Submitting incorrect information - Applicants should provide accurate information in completing the application. If an applicant found to be ineligible as per the rules and regulations of this examination, his / candidature shall be annulled at any moment before, during or after the examination.

9. Applicants should forward their applications under registered cover, only through relevant Head of the Department/ Zonal Director of Education, addressed to the Commissioner General of Examinations, Organization (Institutional and Foreign Examinations) Branch, Department of Examinations, P.O. Box-1503, Colombo to be received on or before 29/01/2021. Name of the examination should be clearly written on the top left hand corner of the envelope. Applications received after the closing date shall be rejected.

10. Assuming that all applicants have necessary qualifications as per this notice, the Commissioner General of Examinations shall issue admissions for the applicants, who have submitted duly completed-applications on or before the closing date of applications, along with the payment receipt obtained for relevant examination fees. As soon as the admissions are issued for the examination, a notice on the official web site of the Department of Examinations and in Newspapers shall notify it. If any candidate does not receive his / her admission card for the examination within 2 to 3 days of such notice, they should contact the Department of Examinations as per the instructions of said notice. With such requests, the applicant should send his / her name if full, address, identity card number and the name of the examination. In case of applicants residing outside Colombo, it is advisable to mention a fax number (011-2784232) for sending the admission card. Moreover, it will be useful to keep ready the copies of the original application, the payment receipt and receipt of postal registration as relevant when inquiring from the Department of Examinations. Issuing an admission to an applicant is not an acknowledgment that the applicant is qualified for the examination.

Note 2: Complaints forwarded by the applicants who do not fulfill above requirements in paragraph 10 above shall not be considered.

11. Signature of the applicant need to be gets attested in both application and admission by the head of the department or an officer appointed by him / her.

12. An applicant must sit for the examination in the relevant examination hall under the relevant examination number. On the first day of examination, each applicant must submit his / her duly perfected and attested admission card to the supervisor of examination hall. No applicant shall be allowed to sit for the examination without submitting the duly perfected and attested admission.

13. It is the responsibility of applicant to provide evidence in proof of his / her identity. Only following documents shall be accepted for this purpose.

- (i) National identity card
- (ii) Valid passport
- (iii) Valid SriLankan driving license

Moreover, Candidates should enter the examination hall without covering their face and ears so that their identity could be easily verified. Candidates who refuse to prove their identity will not be allowed to enter the examination hall. All Candidates, after entering the examination hall must stay without covering their face and ears until leaving the hall so that examination authorities could identify them easily.

14. *Examination Fees:*

- (a) No examination fees paid for this examination shall be refunded or allowed to be exchanged for any other examination under any circumstances.
- (b) No fees shall be levied for the first attempt.
- (c) Every attempt after the first shall be levied Rs. 250.00.

15. Examination fees should be paid in credit to the revenue head number 20-30-02-13 of the Commissioner General of examinations. Having made the said payment to any post office in the island the receipt should be firmly fixed in the relevant cage on the application. It will be useful to keep a photocopy of the receipt with applicant. No money orders or stamps will be accepted as examination fees.

16. If any inconsistency found among Sinhala, Tamil and English texts of this notification, the Sinhala text shall be considered as the final.

17. The right of making decisions regarding any matter, which has not been covered by this notification, is reserved by the Secretary, the Ministry of Education.

Pro. K. KAPILA C. K. PERERA,
Secretary,
Ministry of Education.

At Ministry of Education,
Isurupaya, Pelawatta,
Battaramulla,
On 21st December, 2020.

SPECIMEN APPLICATION

LINK LANGUAGE (ENGLISH) EXAMINATION FOR SRI LANKA
EDUCATION ADMINISTRATIVE SERVICE CLASS III - 2020

01. (i) Full Name (IN BLOCK CAPITALS) :

.....
(E.g. HERATH MUDIYANSELAGE SAMAN
KUMARA GUNAWARDHANA)

(ii) Name with initials in Block Capitals (Last name first) :

(E.g. GUNAWARDHANA H.M.S.K)

(iii) Full name in Sinhala /Tamil :

02. (i) Class in Sri Lanka Education Administrative Service:

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(ii) Present place of work:

03. Address :

I. Private :

II. Official:.....

III. Address for sending the admission:.....

IV. Official Telephone No. :

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V. Mobile No. :

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04. (I) National Identity Card Number :

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(II) Date of Birth :

Year :

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 Month :

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 Date :

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(III) Gender: Male - 0 Female -1

(Write the relevant number in the cage)

05. Details of the examination payment receipt:

Receipt No. :

Post office:.....

Date:

Amount Paid :

Affix the Original Receipt Here

06. I hereby declare that the details given above are true and accurate. Further, I hereby wish to declare that I am abide by the rules and regulations endorsed by the Commissioner General of Examinations.

.....,
Signature of the Applicant.

Date :

07. Commissioner General of Examinations :

I hereby certify that the above applicant is an officer working in my office. He is free of the examination fees / the receipt of the examination is affixed above (*).

.....,
Head of the Department
Post and Official Seal.

Date :

(*) cut off if payment of examination fees is not required