

DEPARTMENT OF OFFICIAL LANGUAGES

Notice for inviting applications for the Examination held once in five years for the public officers receiving incentives for obtaining language proficiency in more than one Official Language.

In terms of Circular No. 03/2007 dated 09.02.2007 issued by the Secretary to the Ministry of Public Administration and Home Affairs, the payment of incentives to the public officers who obtain proficiency in more than one Official Language has been approved. Accordingly, an incentive paid only once and a monthly allowance equal to a salary increment not applicable to pension has been approved.

02. Officers who are entitled to the above privilege are required to sit for an examination held once in five (05) years by the Department of Official Languages.

03. Accordingly, a Language Proficiency Examination for officers who have received or are receiving the above privilege is scheduled to be conducted in the month of October every year by the Department of Official Languages. This is an oral examination to assess speaking skills and listening comprehension.

04. Applications are hereby invited for the above examination.

05. The relevant model application form is given at the end of this notice. Accordingly, the application should be prepared on an A4 size paper using both sides of the sheet to have Section 01 to 09 on the first page and the rest on the second page and the application should be clearly filled in candidate's own handwriting. The application duly perfected in pursuance of the above instructions and which carries certification of the Head of Institution and also his/her official seal should be sent under registered cover to reach the address **"Commissioner of Official Languages, Department of Official Languages, "Bhasha Mandiraya", 341/7 Kotte Road, Rajagiriya"** on or before **31st of August any year**. The phrase **"The Examination held once in five years – year....."** should be mentioned in the top left-hand corner of the envelope in which the application is enclosed.

06. Each candidate applying for the examination should pay the relevant examination fee as follows:

- Level I - Rs. 1000.00/=
- Level II - Rs. 700.00/=
- Level III - Rs. 500.00/=

The examination fee should be paid at any branch of Bank of Ceylon in the Island so as to credit it to "the Account No 7041541 of the Commissioner of Official Languages, Bank of Ceylon, Rajagiriya". The National Identity Card Number of the candidate along with the term "Exam" in addition to name and address of the candidate should be written in the space provided to write the candidate's name and address. Date and the printed number of the receipt (with four sections) issued by the bank should be included in the relevant cage of the application. The receipt obtained for such payment should be firmly pasted in the relevant place of the application. (It is advisable for the candidate to retain a photocopy of the receipt.)

07. Applications which do not conform to the model application form, contradictory to instructions, incomplete, not including the receipt for the payment made or those received after the closing date for applications are liable to be rejected without any intimation.

08. The decision of the Commissioner of Official Languages on all matters in respect of this Examination shall be final. Under no circumstances shall the date, time and center for the Examination be changed. Further, re-scrutiny of results shall not be undertaken.

W. A. Jayawickrama

(Attorney-at-Law),

Commissioner of Official Languages,

Department of Official Languages,

“Bhasha Mandiraya”,

No. 341/7, Kotte Road,

Rajagiriya.

2016.06.28

Department of Official Languages

The examination conducted once in five years for the public officers receiving the incentives for obtaining the Language Proficiency in more than one Official Language – year.....

District

For Office Use Only

(Mention the district of your service station)

The language for which the incentive is obtained

Level

(Write the relevant Number in the cage)

Sinhala - 2

Level 1 - 1

Tamil - 3

Level 2 - 2

Level 3 - 3

Language and Level should be correctly mentioned. No changes will be made thereafter.

1. Name with Initials : (In English Block Capitals) Eg: RANATHUNGA, M.A.G.

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2. Applicant's Name in Full : (In English Block Capitals) Eg: MUTHUKUDA ARACHCHIGE GAMINI RANATHUNGA.

.....
.....

3. Applicant's Name in full : (In Sinhala or Tamil) Eg: මුතුකුඩා ආරච්චිගේ ගාමිනී රණතුංග / முத்துகுட ஆரச்சிகே காமினி ரணதுங்க

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4. Official Address : (In English Block Capitals) (The admission will be posted to this address)

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5. NIC Number

:

6. Contact Number

:

7. The service into which you belong : (Central Public Service/Provincial Public Service)

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8. The post for which language incentive is obtained:

9. Date of Entitlement to the Language Incentive :

10. i) Date on which you sit the Official Language Proficiency Written Test :

ii) Date on which you sit the Oral Test of the above:

iii) Valid Date of Official Language Proficiency Examination (As mentioned in the Results Sheet) :.....

iv) Index Number :

(A copy of the results sheet certified by Head of the Institute should be attached)

11. Examination Fee: Rs

Bank at which the payment made:.....

Receipt No:.....

Paste the receipt here

I hereby certify that the above particulars are true and correct and I declare that I shall consider the decision of Commissioner of Official Languages to be conclusive in respect of any matter relating to this examination and shall abide by rules of the examination and that I have read and understood all the conditions mentioned in the Notice with respect to the examination.

Date :

.....

Signature of the applicant
(Before the Head of the Institution)

Certification of the Head of the Institution

I certify that the above applicant serves in my office and that the particulars containing in the headings 1 to 11 are true and correct. I further certify that the above officer actively contributes to the official duties for the effective implementation of the Official Languages Policy (drafting letters/translation work/Interpretations/public relations, etc.), in the language for which he/she is receiving incentive and I certify that he/she placed his/her signature in my presence.

Signature :

Date :

Name :

Designation :

Official Stamp: