MINISTRY OF PUBLIC ADMINISTRATION, HOME AFFAIRS PROVINCIAL COUNCILS AND LOCAL GOVERNMENT

Open Competitive Examination for Recruitment to Class I of the Government Translators' Service - 2019(2020)

APPLICATIONS are invited hereby from candidates, who have possessed required qualifications for recruitment to Class I of the Translators' Service.

1.1 In this notice "Service" means the Translators' Service of the Combined Services.

1.2 This examination will be held in Colombo by the Commissioner-General of Examinations in the month of November. The Director General of Combined Services reserves the right to postpone or cancel this examination. Number of persons to be appointed on the results of the examination and the effective date of appointments will be determined by the Appointing Authority. The Appointing Authority reserves the right to refrain from filling all or some of the vacancies. The number of vacancies to be filled in each language medium will be determined by the Appointing Authority depending on the national requirement.

2.0 Recruitment will be made for the following media:

(i) Sinhala/Tamil - Tamil/Sinhala

(ii) Sinhala/English - English/Sinhala

(iii) Tamil/English - English/Tamil

3.0 *Salary Scale*.– As per the Public Administration Circular No. 03/2016, dated 25.02.2016 Salary Code Number of Class I of Translators Service subject is MN-6-2016 and accordingly, monthly salary scale of Class I of translators' service is Rs. 43,940 - 10x755 - 15x930 - Rs. 65,440/-. Officers are required to pass first efficiency bar before reaching 4th salary step.

4.0 This post is permanent and pensionable. The officers, who are appointed to the Class I of Government Translators' Service, shall be subjected to the policy decision taken in due course by the Government regarding the pension scheme applicable to such officers.

5.0 *Conditions of Service* :

I. Selected candidates will be appointed to Class I of the Translators' Service subject to the general conditions governing the appointments to the Public Service and on the terms and conditions set out in the Minute of the Translators' Service published in the *Gazette Extraordinary of the Democratic Socialist Republic of Sri Lanka* No. 829/7 of 26.07.1994, and any amendments already made and would be made thereto in future.

II. The officer shall serve strictly at the service station, to which he/she is attached for the first time, for a period of 03 years. However, the appointing authority reserves the right to transfer such officer before the lapse of compulsory period in case where, the appointing authority determines the transfer of an officer is required on specific reasons.

III. Officers are required to acquire the level of competency in the prescribed official language before the lapse of 05 years from the date of appointment as per the Public Administration Circular No. 01/2014 and other circulars issued consequently in this regard.

6.0 *Qualifications*: - Following qualifications shall be applicable for recruitment to Class I of the Government Translators' Service. Accordingly,

(*a*) be a citizen of Sri Lanka,

(*b*) be of an excellent character,

(*c*) be with sound physical and mental condition to serve in any part of the Island and perform the duties of the post,

(*d*) Educational Qualifications :

(i) Shall have possessed credit passes for the two-language media in which the officer is required to perform his/ her duties in translations or other qualification above the aforesaid requirement ;

and

(ii) Shall have possessed a Degree from a University recognized by the University Grants Commission.

(*e*) *Age* :-

Shall be a person not below 21 years and not above 40 years of age on the closing date for applications falls. **(Accordingly only the candidates, whose date of birth fall on or**

before 24.08.1999 and whose date of birth fall on or after 24.08.1980 are qualified for applying)

Note : I. The age limit mentioned above shall not be applicable to the officers who are holding permanent posts in the Public or Provincial Public Service.

II. The effective date of the above mentioned degree certificate and other certificates shall be a date falls on or before the closing date of applications.

III. In case where a candidate, who has passed in any two subjects out of Sinhala, Tamil and English at the Degree Examination, has been selected for an appointment, such candidate shall be placed two steps above the initial salary of the scale.

7.0 *Examination Fees*.– The fee for the examination is Rs. 600/-. Fees shall be paid to any District/Divisional Secretariat to be credited to Revenue Head 20-03-02-13 before the closing date of the applications. The receipt received in favor of the name of the candidate shall be affixed in the relevant cage of the application. Fees are not refundable. It is advisable to keep a photocopy of the cash receipt with the candidate.

8.0 *Method of Application* :

(*a*) The application should be in the form of the specimen appended to this notification and should be prepared on A-4 size papers using both sides of the papers. It shall be perfected by the candidate himself. It shall specifically be noted that the application forms shall be so prepared that cages 1.0 to 5.0 appear on the first side of the paper, from 6.0 onwards appear on the other sides of the papers. The title of the examination appearing in the specimen shall be indicated in English language as well, on both Sinhala and Tamil application forms.

(*b*) The application shall be prepared in the language in which the candidate intends to sit the examination.

(*c*) Candidates' signature in the application form should have been attested by a Principal of a Government School, a Justice of Peace, Commissioner for Oaths, Attorney at- Law, Notary Public, Commissioned Officer in the Armed Forces, an Officer holding a gazetted post in the Police Service or an Officer holding a permanent post in staff grade in Public Service or Provincial Public Service.

(*d*) The completed applications should be sent by registered post to the **"Commissioner-General of Examinations, Organization (Institutional & Foreign Examination Branch), Department of Examinations - Sri Lanka, Po.Box. 1503, Colombo"** so as to reach him on or before **24th of August 2020.** Applications received after that date will not be accepted. The top-left hand corner of the envelope containing the application should clearly bear the words **"Open Competitive Examination for Recruitment to the Government Translators' Service - 2019(2020)."**

(*e*) The candidates who are in the Public Service at present shall submit their applications through the Head of the Department under whom they serve. A candidate who fails to do so, shall be considered as disqualified. Candidates are requested to submit their applications to the Head of the Department as early as possible to enable him to forward them to the Commissioner-General of Examinations on or before **24th of August 2020.**

(*f*) Any application which is not complete in every respect is liable to be rejected without notice. Complaints on applications 'getting lost or delayed in the post shall not be considered.

(*g*) All applicants should read the *Gazette* Notification carefully before the application form is completed. Relevant codes should be written correctly and no appeals will be considered regarding any corrections due to mistakes or inadvertence. It is advisable to keep a photocopy of the application and the cash receipt with the candidate. Receipt of applications shall not be acknowledged. The Commissioner General of Examinations will issue admission cards to all candidates,

who have submitted their applications, on the supposition that only the qualified candidates have applied. A notice shall be published in the newspapers by the Department of Examinations as soon as admission cards are issued to candidates. If the admission card is not received even after 2 or 3 days of such an advertisement, steps shall be taken to notify the Department of Examinations in the manner specified in the advertisement informing the name of the examination applied for, full name, address and the NIC number of the candidate. It would be advisable for candidates outside Colombo to fax a letter of request along with a fax number of the candidate to the department of Examinations through the fax number mentioning the notification for sending a copy of the admission. Further, it would be advisable to keep'a copy of the application, copy of the receipt relevant to payment of examination fee and the receipt of registration of the application to prove any information requested by the Department of Examinations.

9.0 *Admission to the Examination* :

(*a*) A candidate presenting for the examination must produce his/her admission card to the supervisor of the examination centre. A candidate who fails to produce his/her admission card will not be permitted to sit the examination.

(*b*) The candidate must sit the examination at the examination hall which has been assigned to him/her. Every candidate should get his/her signature attested in advance and admission card shall be surrendered to the supervisor of the hall on the first day he/she presents him/herself for the examination. A set of rules to be observed by all candidates is published in this *Gazette*.

Note: The issue of an admission card to a candidate does not necessarily mean that he/she has the required qualifications to sit the examination.

10.0 *Identification of Candidates* : A candidate will be required to prove his/her identity at the examination hall to the satisfaction of the supervisor for each subject offered. For this purpose any of the following documents will be accepted :

(*a*) National Identity Card,

(*b*) A valid Passport,

(*c*) A valid driving license of Sri Lanka.

Further candidates shall enter the examination hall without covering their face and ears enabling to identify them at the hall. Those, who refuse to reveal their identity, shall not be allowed to enter the examination hall. Further such candidates shall remain their face and ears uncovered enabling the supervisors to identify them without any obstacle until they are allowed to leave at the end of the prescribed time. However, such candidates may be allowed to sit for the examination if they raise an objection but their results shall not be issued due to inability to verify their identity.

11.0 *Penalty for furnishing false information:-* If a candidate is found to be ineligible, his candidature is liable to be cancelled at any stage prior to, during or after the examination. If any of the particulars furnished by a candidate is found to be false within his knowledge or if he has willfully suppressed any material fact, he/she will be liable to dismissal from the Public Service.

12.0 *Method of Examination :–* It consists of two parts. *i.e.* written examination and an interview.

12.1 Written Examination Question papers on the following subjects :-

(*a*) Translation - 100 marks - 3 hour duration

(*b*) English Language - 100 marks - 1 1/2 hour and 30 minutes

(*c*) Sinhala Language - 100 marks - 1 1/2 hour and 30 minutes

(*d*) Tamil Language - 100 marks - 1 1/2 hour and 30 minutes

(*e*) Comprehension - 100 marks - 1 1/2 hour and 30 minutes

12.1.1 *Syllabus* :

(*a*) **Translation** : Translation of difficult passages taken from official, scientific,'legal and technical documents and classical literature including extracts from an official document, report or newspaper article either (i) or (ii) or (iii) or of the following :

(i) From Sinhala to Tamil and Tamil to Sinhala

(ii) From Sinhala to English and English to Sinhala

(iii) From Tamil to English and English to Tamil
(A high standard of competency is expected in Translation)

Note: **English/Sinhala/Tamil Language Paper** :- For this purpose question papers shall be designed in three languages and the candidate should sit for the relevant papers in two languages as per their medium.

(*b*) **English Language** :
A candidate will be required to write an essay, to make a precis, to summarize a given passage in candidate's own words, to construct sentences using words to bring out their meaning, to correct grammatical errors in sentences and to explain the meaning of idioms

(*c*) **Sinhala Language** :
A candidate will be required to write an essay, to make a precis, to summarize a given passage in candidate's own words, to construct sentences using words to bring out their meaning, to correct grammatical errors in sentences and to explain the meaning of idioms.

(*d*) **Tamil Language** :
A candidate will be required to write an essay, to make a precis, to summarize a given passage in candidates own words, to construct sentences using words to bring out their meaning, to correct grammatical errors in sentences and to explain the meaning of idioms.

(*e*) **Comprehension** :
The comprehension paper shall be prepared in Sinhala/Tamil/English languages and the candidates are allowed to answer the question papers in one of the languages according to their choice.

For this purpose, candidates will be given a set of passages, and also candidates will be presented with a set of alternative statements one of which fits the content of the passage best. He would be required to pick the most appropriate statement. In case of other passages questions will be set to test the extent to which the candidate is able to grasp the meaning of the passage.

N:B.– Marks will be deducted for bad handwriting and spelling mistakes. A candidate whose handwriting is illegible is liable to be disqualified.

12.1.2 Appointments shall be granted to the candidates, who secure a minimum of 40 in each paper, depending on the order of the aggregate marks.

12.2 Interview :-An interview will be held only to examine the eligibility, certificates and the physical fitness of the candidates. No marks shall be awarded for this purpose.

13.0 *Examination Results*.– The result sheet which prepared according to the merit order of the total marks scored by the candidates, who qualified as per the section 12.1.2 of this notification will be forwarded to the Director General of Combined Services by the Commissioner General of Examination. Issuance of the results personally to all the candidates who have sat for this examination or publishing of the results in the website -www.results.exam.gov.lk will be made by the Department of Examination Sri Lanka.

14.0 Candidates shall be bound by the rules and regulations imposed by the Commissioner General of Examinations for the purpose of conducting examinations and they shall be liable to be subjected to any punishment imposed by Commissioner General of Examinations for violation of these rules and regulations.

15.0 This examination notification will be published in Sinhala, Tamil and English languages and in case of any inconsistency among texts, the Sinhala text shall prevail. Any matter not referred to herein will be decided by the