

Public Administration Circular: 01/2014 (III)

My Number: EST-2/POLCY/03/07100  
Ministry of Public Administration  
and Management  
Independence Square  
Colombo 07.

16.05.2016

Secretaries to Ministries  
Chief Secretaries of Provinces  
Heads of Departments

### **Implementation of the Official Language Policy**

Your attention is drawn to the Public Administration Circular No.01/2014 issued on 21.01.2014 and subsequent amendments to the same, on the above matter.

02. As per such provisions, a decision was made at the Cabinet meeting held on 16.12.2015 that arrangements should be made to conduct the Written Examination and the Oral Test pertaining to acquiring proficiency in the Other Official Language, twice a year with effect from 2016.

03. Accordingly, in terms of the provisions of the Circular referred to in the first paragraph, arrangements have been made to conduct the Written and the Oral Examinations pertaining to acquiring proficiency in the Other Official Language, in the following manner with effect from 2016. Thus, I kindly inform you to make the officers of your institute aware of the same.

#### **04. Written Examination in Other Official Language**

04.1. Candidates should apply for this examination only through the website [www.languagesdept.gov.lk](http://www.languagesdept.gov.lk) of the Department of Official Languages. After logging on to the website, the steps shown on the screen should be followed to fill the application, and only the candidates who have entered valid details will be qualified to appear for the examination. One candidate can apply only for one level of one language at a time. If the candidate is a person with special needs, details in that regards should be included in the application. (Specimen Application – Annexure 1)

- 04.2. Henceforth, advertisements to call applications for this examination will not be published in the Gazette, and the candidates may submit their applications continuously for this Written Examination. Accordingly, the Written Examination for Official Language Proficiency is held in March and September for the candidates submitted their applications upto 31<sup>st</sup> January and for the candidates submitted their applications from 01<sup>st</sup> February to 31<sup>st</sup> July respectively.
- 04.3. Every candidate should pay an examination fee of Rs 500/= for the Written Examination 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 available in the Official Languages Department’s website.
- 04.3.1. **N.B.** You should attach the relevant bank receipt to the admission card and produce it at the examination.
- 04.4. Not less than 40% marks should be obtained for passing this examination. Results of this examination shall not be rescrutinized. The Department of Examinations, Sri Lanka will submit the results of such examinations in May and November respectively to the Commissioner of Official Languages. Results of this examination will not be personally sent to the respective candidates, and will be published in the Official Languages Department’s website [www.languagesdept.gov.lk](http://www.languagesdept.gov.lk)
- 04.5 Issuing an admission card to a candidate does not necessarily mean that he or she has satisfied the requirements to sit for this examination.
- 04.6 Only the National Identity Card or the valid passport shall be accepted to verify the identity of the candidate. In case a candidate appears for the examination without producing such documents to confirm his/her identity, the results of such candidate will be issued only if his/her identity is established, following an inquiry in this regard.
- 04.7. The decision of the Commissioner General of Examinations regarding the conducting of the examination and issuance of the results shall be final. Matters not mentioned hereof regarding this Written Examination shall be finalized by the Commissioner General of Examinations and/ or Commissioner of Official Languages, as the case may be.

04.8. Candidates will be subject to the rules and regulations imposed by the Commissioner General of Examinations regarding the holding of the Written Examination. A candidate, in case of violation of such rules and regulations, shall be subject to a penalty imposed by the Commissioner General of Examinations.

**05. Other Official Language Proficiency – Oral Test**

05.1 Officers who have fulfilled at least one of the following qualifications should apply for the Oral Test for Official Language Proficiency on the website of the Department of Official Languages [www.languagesdept.gov.lk](http://www.languagesdept.gov.lk).

- 1) Pass in the Written Examination for Other Official Language Proficiency
- 2) Pass in Sinhala or Tamil Language and Literature at the G.C.E (Ordinary Level) Examination
- 3) Pass in Sinhala or Tamil as a Second Language at the G.C.E (Ordinary Level) Examination

05.2 Applying for the Oral Test can be done on any date of the year, and in doing so candidates are required to follow the instructions referred to in Paragraph 04.1. (Specimen Application – Annexure 2). Henceforth, advertisements to call application for this test will not be published in the Gazette.

05.3 Every candidate who applies for the Oral Test is required to pay an examination fee. The examination fee for each level is as follows:

Other Official Language Proficiency Level	Examination Fee (Rs)
Level I	Rs 1000.00
Level II	Rs 700.00
Level III	Rs 500.00
Level IV	Rs 300.00

05.4 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 available in the Official Languages Department’s website. The bank receipt should compulsorily be produced at the Listening Skills Assessment.

- 05.5 The dates of the Oral Test will be decided based on the number of applications received for the Oral Test. However, action will be taken to inform the candidates the scheduled dates of the Oral Test prior to one month of the test. This examination consists of two parts, i.e. Listening Skills Assessment and Oral Skills Assessment. It is emphasized that only those who have passed the Listening Skills Assessment will be given the opportunity to appear for the Oral Skill Assessment. Listening Skills Assessments for all levels will be conducted only at the Department of Official Languages, 341/7, Bhasha Mandiraya, Kotte Road, Rajagiriya. (Action will be taken to conduct the above assessment at Provincial level.) Oral Skill Assessment will be conducted at District/Provincial level considering the number of candidates. Not less than 40% marks should be obtained for the two parts to pass the examination. The results of the examination will be sent to each candidate and also will be released to the website of the Department. No rescrutiny for this examination will be done and the Commissioner of Official languages reserves the right to make the final decision on all matters of the Oral Tests.
06. If any clarification is required on the matters mentioned in this Circular, contact Commissioner of Official Languages through the Tel No.0112888929, and the officers should confirm themselves the exact proficiency Level to be obtained in the Other Official Language as per their designation, by referring to the Public Administration Circular No: 01/2014.

Sgd/ J. Dadallage  
Secretary  
Ministry of Public Administration and Management

**Written Examination for Official Languages Proficiency**  
**Level I, II, III, IV (Sinhala / Tamil)**  
**Department of Examinations Sri Lanka/ Department of Official languages**

Expected District to sit for the examination (Order of preference) :\*

- Select Preferred District 1 - ▼

- Select Preferred District 2 - ▼

- Select Preferred District 3 - ▼

Medium in which the Language Proficiency should be gained:\*

- Select Exam language Proficiency ▼

Level Applied: \*

- Select Exam Level - ▼

N.B. It is compulsory to indicate the language and the language level required to gain proficiency and under no circumstances the candidates shall be allowed to change it later.

Full Name of the Candidate (in Sinhala or Tamil):

(e.g: SAMARASINGHE ARACHCHIGE SAMAN KUMARA SAMARASINGHE)/உ+辛 : சமரசி னு  
 ஆர அரக்சிக சம கமரா சமரசி னு)

Full Name of the Candidate (in English Capital Letters): \*

(e.g:SAMARASINGHE ARARACHIGE SAMAN KUMARA SAMARASINGHE) \*

Name of the Candidate with Initials at the end (in English block letters): \* (e.g:SAMARASINGHE, S.A.S.K) \*

Permanent Address (in English block letters (Admision card and the results sheet will be posted to this address): \*

District of the work place:\*

- Districts of Working Place: - ▼

National Identity Card No:\*

Gender: \*

Telephomne No:\*

Email: \*

Permanent Post:

Are you a person with special needs?\*

Yes  No

The Category you belong to as per the Circular 01/2014 or 04/2014: \*

Examination fee: Rs:\*

The branch of the bank where the payment made:

Receipt No: \* (Ex. 639/PF166654/1/19 )

Date of payment: \*



I hereby declare that the above information furnished by me is true and correct to the best of my knowledge and

I shall be bound by the examination rules and regulations. I further declare that the decision of the Commissioner of Official Languages in relation to any matter relevant to the Examination shall be final and that I have read and understood all the terms and conditions mentioned in the Gazette notification relevant to this examination. \*

I agree

Enter verification code



Enter the characters as seen on the image above (case insensitive):

Submit





Gender:\*

Date of birth (YYYY-MM-DD):\*

  

Permanent address ( in English block letters) (admission card and the results sheet will be posted to this address):\*

Postal district:\*

Postal city :\*

Postal code:\*

Designation:\*

Are you a person with special needs? :\*

Yes  No

Examination fee (Rs):\*

The branch of the bank where the payment made :\*

Bank deposit slip number:\*

Date of payment: \*

I hereby declare that the above information furnished by me is true and correct to the best of my knowledge and I shall be bound by the examination rules and regulations. I further declare that the decision of the Commissioner of Official Languages in relation to any matter relevant to the Examination shall be final and that I have read and understood all the terms and conditions mentioned in the Gazette notification relevant to this examination.\*

I agree

Enter verification code



Enter the characters as seen on the image above (case insensitive):

Validate & Next

## Districts / Cities and District Numbers/ City Numbers of Examination Centres

Province	District	District No
Western Province	Colombo	1
	Gampaha	2
	Kaluthara	3
North Western Province	Kurunegala	4
	Puttalam ( Chilaw)	5
Southern Province	Galle	6
	Mathara	7
	Hambanthota (Tangalle)	8
Sabaragamuwa Province	Rathnapura	9
	kegalle	10
Uwa Province	Badulla	11
	Monaragala	12
Central Province	Kandy	13
	Mathale	14
	Nuwara Eliya	15
North Central Province	Anuradhapuraya	16
	Polonnaruwa	17
Northern Province	Jaffna	18
	Vavuniya	19
	Mullaitivu	20
	Kilinochchi	21
	Mannar	22
Eastern Praovince	Trincomalee	23
	Batticaloa	24
	Ampara	25