

**MINISTRY OF PUBLIC SERVICES,  
PROVINCIAL COUNCILS AND LOCAL  
GOVERNMENT**

**Efficiency Bar Examination for Officers In Class I  
of the Government Translators'  
Service - 2015 (2020)**

AN Efficiency Bar Examination for Officers in Class I of the Translators' Service, as provided for in paragraph 08 of the Translators' Service Minute published in the Government Gazette No. 829/7 dated 26.07.1994, shall be held in Colombo by the Commissioner General of Examinations in the month of **March 2021** and candidates may appear for the examination either in Sinhala, Tamil or English media. Only the officers, who belong to Combined Services of Public Service, shall apply for the relevant Efficiency Bar examination as per this notification.

**Note:** The provisions relevant to the applicants of the Translators' Service of the Provincial Public Service and the provisions for the applicants of other relevant institutions shall be issued concurrently to this Gazette Notification by the relevant Provincial Public Service Commissions and the relevant institutions respectively.

A code number should be indicated in mentioning relevant service or institution in the heading of the application for the purpose of identifying separately the officers who apply for this examination for the public service of each Provincial Council and other institutions. Accordingly, **the code number of the officers belonging to the Combined Service is 10.** The said number should be indicated on the top right-hand corner of the application where it is mentioned as "The service to which you belong".

2. The specimen form of applications for this examination is published at the end of this notification. Applications prepared correctly and legibly should be sent through the respective Head of Department by registered post to reach the **Commissioner General of Examinations, Organizations (Institutional & Foreign Examinations) Branch, Department of Examinations Sri Lanka, P.O. Box 1503, Colombo on or before 28<sup>th</sup> of December 2020.** The name of the examination should be indicated on the top left-hand corner of the envelope in which the application is sent to the Commissioner General of Examinations. Applications received after the closing date shall be rejected.

3. (i) The application should be prepared on a paper of "A4" size, using both sides of the paper in such a manner that items No. 1.0 to 4.2 appear on the first page and the remaining numbers in the second page. Although application form could be typewritten, it should be filled by the candidate's own handwriting. Applications that are not complete in every aspect and that do not comply with the specimen shall be rejected without any notice. It would be advisable to keep a photocopy of the completed application form at the candidate's possession.

(ii) For the purposes of Official Languages Policy, all the applicants should prepare and fill their application forms in the official language. The name of the examination appearing in the heading of the application form should be indicated in English in both Sinhala and Tamil medium applications.

**4. Syllabus and Scheme of Examination.**

**1<sup>st</sup> Subject - Paper 01**

Translation of

(i) A passage of general interest; and

(ii) Extracts from

(a) an official document or report; and

(b) a newspaper article or report

in one of the following ways selected, in accordance with the candidate's medium of translation.

(i) From Sinhala to Tamil

(ii) From Sinhala to English

(iii) From Tamil to English

Duration : - 03 Hours

Marks: - 100

**2<sup>nd</sup> Subject - Paper 02**

Translation of

(i) A passage of general interest; and

(ii) Extracts from

(a) an official document or report; and

(b) a newspaper article or report

In one of the following ways selected, in accordance with the candidate's medium of translation

(i) From Tamil to Sinhala

(ii) From English to Sinhala

(iii) From English to Tamil

Duration: - 03 Hours

Marks: - 100

- Candidates should obtain forty percent (40%) or above of the total marks for each paper to pass the examination.

05. Candidates' handwriting shall be taken into consideration.

06. *Examination Fees*: Examination fees shall be paid in respect of candidates for this examination on the following basis.

- (a) No fees shall be levied in respect of candidates appearing for the first time.
- (b) Fees for appearing on a subsequent occasion shall be Rs. 500/- for the full examination and Rs. 250/- for a single subject.
- (c) The examination fee can be paid at any Post Office/ Sub Post Office or District/ Divisional Secretariat in the Island to be credited to the revenue head 20-03-02-13 of the Commissioner General of Examinations and the receipt obtained in favor of the candidate himself / herself should be affixed to the relevant cage of the application form. It is advisable to keep a photocopy of the cash receipt with the candidate.
- (d) The examination fees shall not be refunded or transferred in respect of any other examination under any circumstances.

07. *Admission to the Examination* :

- (i) The Commissioner General of Examinations shall issue admission cards to all applicants whose applications have been received. Candidates must get their signatures in the admission cards attested in advance and produce the admission cards to the supervisor of the examination center, when presenting themselves for the examination. Candidates without such admission cards shall not be permitted either to enter the examination hall or sit for the examination. A notification shall be published in newspapers and the official website by the Department of Examinations as soon as the admission cards are issued to the candidates. If the admission card is not received even after 2 or 3 days of such notification, steps shall be taken to notify the Department of Examinations (Institutional & Foreign Examinations) in the manner specified in the advertisement.

(ii) When such inquiry is made, the candidate should clearly mention the name of the examination, full name of the applicant, National Identity Card and Address. In case of applicants outside Colombo, letter of request furnishing a fax number to which the admission card should be sent. It would be advisable to keep the following in hand at the time of calling the Department of Examinations: *i.e.* certified photocopies of the application form and the receipt obtained after paying the examination fee kept at your possession, receipt of registration of the printed copy of the application.

(iii) Each candidate shall be issued a time table along with the admission card.

(iv) Candidates are bound by the rules and regulations prescribed by the Commissioner General of Examinations for conducting the examination. They shall be liable to any punishment imposed by the Commissioner General of Examinations for the breach of these rules.

(v) Rules prescribed for candidates are printed at the beginning of this *Gazette*.

**Note:** The issuance of an admission card to sit for the examination should not be considered as an acceptance of requisite qualifications of a candidate to sit for the examination.

08. Heads of Departments shall grant duty leave for candidates to whom admission cards have been issued by the Commissioner General of Examinations, to present themselves at the examination. Travelling expenses are not payable.

09. *Identity of Candidates*: Candidates shall be required to prove their identity at the examination hall to the satisfaction of the supervisor for each subject they offer. For this purpose, any of the following documents shall be accepted.

- (I) The National Identity Card
- (II) A valid passport
- (III) A valid driving license

Candidates should enter the examination hall without covering face and ears enabling to verify the identity. Those who refuse to verify their identity as such shall not be permitted to enter the examination hall. Further, candidates should remain with their face and ears uncovered until

they leave the examination hall enabling the examination supervisors to confirm their identity. In case an objection is made, the candidate may be allowed to sit for the examination. However, results would not be released as the identity was not confirmed.

10. *Release of the results* : Commissioner General of Examinations will release the results of the examination to the Director General of Combined Services and the results will be published on the website of Ministry of Public Service, Provincial Councils and Local Government.

11. The decision of the Director General of Combined Services shall be final in respect of any matter, which has not been provided for in this notification.

12. “In the event of any inconsistency between the Sinhala, Tamil and English text of this Examination Notification, the Sinhala text shall prevail.”

S. ALOKABANDARA,  
Director General of Combined Services.

Ministry of Public Services, Provincial Councils and  
Local Government Independence Square,  
Colombo 07,  
10th of November 2020.

(for office use only)

### Specimen Form of Application

#### EFFICIENCY BAR EXAMINATION FOR OFFICERS IN CLASS I OF THE GOVERNMENT TRANSLATORS' SERVICE - 2015(2020)

(**N.B.** - This form should be filled correctly and legibly by the candidates own handwriting.)

The service to which you belong  
(See the first paragraph before filling this)  
(Indicate the relevant number in the cage)

Medium of Translations of candidate as per para 04 of the *Gazette* Notification.

Paper 01	From Sinhala into Tamil	- 1	<input type="text"/>	(Indicate the relevant number in the cage)
	From Sinhala into English	- 2		
	From Tamil into English	- 3		
Paper 02	From Tamil into Sinhala	- 4	<input type="text"/>	(Indicate the relevant number in the cage)
	From English into Sinhala	- 5		
	From English into Tamil	- 6		

\* Candidates may appear for either paper 01, paper 02 or both the papers.

#### 1.0 PERSONAL INFORMATION :

- 1.1 Name in Full (in block capitals) : \_\_\_\_\_.  
(Eg: HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDHANA)
- 1.2 Name with initials at the end (in block capitals) : \_\_\_\_\_.  
(Eg: GUNAWARDHANA, H.M.S.K.)
- 1.3 Name in Full (In Sinhala/Tamil) : \_\_\_\_\_.

#### 2.0 Service Station and address :

- 2.1 Name and Address of the Office/ Department/ Institution (In block capitals) : \_\_\_\_\_.
- 2.2 Name and Address of the Office/ Department/ Institution (In Sinhala/Tamil): \_\_\_\_\_.
- 2.3 Address to which the admission card should be sent (In block capitals) : \_\_\_\_\_.

3.0 3.1 National Identity Card No. :

3.2 Date of Birth: Date :   Month :   Year :

3.3 Gender Female - 1   
Male - 0

(Indicate the relevant number in the cage)

4.0 Telephone numbers:

4.1 Mobile :

4.2 Fixed :

5.0 Present Post:

5.1 Post : \_\_\_\_\_.

5.2 Number of the letter of appointment : \_\_\_\_\_.

6.0 6.1 Are you appearing for this examination for the first time? : \_\_\_\_\_.

6.2 If not, the examination fees paid : \_\_\_\_\_.

6.3 Post Office/ Sub Post Office or District/ Divisional Secretariat : \_\_\_\_\_.

6.4 Receipt Number : \_\_\_\_\_.

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

The receipt should be affixed so as not to be detached  
(Keep a photocopy of the receipt)

7.0 Certificate of Candidate ;

I declare that the particulars furnished above are true, that I am entitled to sit for the examination in the medium stated at the beginning of the application and that I have not been subjected to any form of disciplinary punishment. I agree to abide by the rules and regulations imposed for this examination. Further, I shall be bound by the rules and regulations imposed by the Commissioner General of Examinations for conducting this examination and issuance of the results.

\_\_\_\_\_,  
Signature of candidate.

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

8.0 Certificate of the Head of Department :

I hereby certify that,

- (i) This candidate is employed in this Department as a Translator in Class I of the Translators' Service, which belongs to the Combined Service;
- (ii) The particulars furnished above are correct;
- (iii) His/her work and conduct have been satisfactory throughout: and he/she has not been subjected to any form of disciplinary punishment (excluding warning) during the 5 years preceding; and
- (iv) He/she is eligible to sit for this examination.
- (v) He/she has paid the prescribed examination fee and the receipt has been affixed (delete if inapplicable)

\_\_\_\_\_  
Signature of the Head of Department and official stamp.

Designation : \_\_\_\_\_.

Address : \_\_\_\_\_.

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