

## **Open Competitive Examination for Recruitment to Class I of Central Provincial Translators' Service**

01. Applications are invited from qualified persons for the open competitive examination to fill the existing 14 vacancies in Class I of Central Provincial Translators' Service

1.1 Recruitment will be made under the merit of marks obtained in the open competitive examination conducted by the Central Provincial Public Service Commission after subjecting to an interview for ascertain the qualifications of candidates. The Central Provincial Public Service Commission will determine the number to be appointed and the effective date of appointment. The Central Provincial Public Service Commission has the power to desist from filling a certain number of vacancies or all the vacancies in each medium.

02. Recruitment will be made for the following media :

- i. Sinhala - Tamil
- ii. Sinhala - English
- iii. Tamil - English

03. Structure and Salary Scale.–

As per the Public Administration Circular No. 06/2006(IV) dated 24.08.2007, Salary Code for Class I of Translators Service is MN-6-2006A and accordingly, monthly salary scale of Class I of translators' service is Rs. 21,245 - 10x365 - 15x450 - Rs. 31,645.

04. Conditions of Service

- i. Selected candidates will be appointed to Class I of the Central Provincial Translators' Service subject to the general conditions governing the appointments to the Central Provincial Public Service; on the terms and conditions set out in the Minute of the Central Provincial Translators' Service approved by Hon. Governor on 15.10.2004 and any amendments already made and would be made thereto in future; and provisions indicated in Establishments Code and Financial Regulations
- ii. This post is permanent and Pensionable. The officers appointed under open competitive examination will be on probation for a period of 3 years and they shall have passed the efficiency bar examination and fulfilled all other requirements stipulated in the Minute of the Central Provincial Translators' Service before they are confirmed in the posts.

05. Selected candidates will be required to submit themselves to a medical examination by a Government Medical Officer before assuming duties and if it is found that the candidate is not physically fit to serve in any part of the Island the appointment will not take effect.

06. Qualifications : The candidate should –

- (i) Be a citizen of Sri Lanka.
- (ii) Have a credit pass in the first language at the G. C. E. (O/L) Examination or at an equivalent examination ; and a credit pass in the second language at the G. C. E. (O/L) Examination or at an equivalent examination or any acceptable higher qualification in the second language ;  
And
- (iii)(a) be a graduate of a recognized university ;  
Or
- (b) An Attorney-at-Law;  
Or
- (c) A holder of Advanced Diploma in Commerce of a recognized Technical College or Polytechnic College;  
Or
- (d) A holder of Advanced National Diploma in Management of the Open University;  
Or
- (e) A holder of National Diploma in Technology of the University of Moratuwa

Note: The effective date of the above degree or certificates should be on or before the application closing date.

(iv) Age limit :

Be not below 18 years and not above 45 years of age as at 30.04.2015 (The upper age limit will not apply to the officers who are holding permanent posts in the Public or Provincial Public Service).

Note: A candidate who has passed in any two subjects with Sinhala, Tamil and English at the Degree Examination, will be placed two steps above the initial salary of the scale.

07. Examination Fees:

A non-refundable examination fee of Rs. 600 should be credited to the Central Provincial Chief Secretary's revenue Head 20-03-02-13. This fee could be paid to any Divisional Secretary office in Central Province and the receipt issued should be firmly affixed to the application. The application without receipt will be rejected. (It is advisable to keep a photocopy of the receipt with the candidate for future reference) Under no circumstance will the fee be refunded.

08. Method of Application :

- (a) The application should be in the form of the specimen appended to this notification and should be prepared by the candidate him/herself on A-4 size papers using both sides of the papers. It should be specially noted that the application forms should be so prepared that cages 01 to 04 appear on the first side of the paper, 05 to 09 appear on the other side of the paper and 10 to 13 on the third page. The title of the examination appearing in the specimen should be indicated in English language as well, on both Sinhala and Tamil application forms.
- (b) The application should be prepared in the language in which the candidate intends to sit the examination.
- (c) Candidates' signature in the application form should be 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 the Public Service whose annual salary is more than Rs. 240,360.
- (d) Duly perfected applications should be posted under registered post, to reach the **Secretary, Central Provincial Public Service Commission, No. 244, Katugastota Road, Kandy, on or before 26.05.2015**. The caption "open competitive examination for recruitment to posts in Class I of Central Provincial Translators' Service" should be clearly indicated on the top left hand corner of the envelope enclosing the application.
- (e) Applicants who are already in Public Service or Provincial Public Service should forward the applications through the Head of Department. An applicant, who fails to do so, will be considered as disqualified.
- (f) Applications not conform to specimen and incomplete will be rejected without any notice. No complain will be taken into consideration in relation to losing an application in posting or being late.

09. Admission to the Examination :

Admission cards will be issued for all applicants who have forwarded the applications on the presumption that only the persons having qualifications specified in this notification have applied. Issuance of an admission card to a candidate to sit the competitive examination does not mean to have accepted that the candidate possesses all the qualifications for this post. If it was found at the interview that the applicant does not possess the required qualifications as per the *Gazette* Notification, his or her candidature will be cancelled. The applicants shall have completed the qualifications every way on or before the date mentioned in the notification

10. Identity of candidates :

Candidates will be required to prove their identity at the examination hall to the satisfaction of the supervisor for each subject they offer. For this purpose, one of the following documents should be submitted to the supervisor.

- (i) The National Identity Card issued by the Department of Registration of Persons.
- (ii) A valid Passport.

11. 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. Method of Examination:

It consists of two parts. i. e. written examination and an interview

<u>Subjects</u>	<u>Marks</u>	<u>Time duration</u>
1. Translation	100	3 hours
2. English Language	100	1 ½ hours
3. Sinhala Language	100	1 ½ hours
4. Tamil Language	100	1 ½ hours
5. Comprehension	100	1 ½ hours

12.1 Written Examination

Syllabus of the examination is follows.

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 competence is expected in translation)

Note: English/Sinhala/Tamil Language Paper: - For this purpose, question papers will be designed in three languages and the candidate should sit for the relevant papers in two languages.

(b) English Language:

Construction of sentences using words found in the essay to bring out their meaning, explaining the meaning of idioms, analysis of compound and complex sentences into clauses

(c) Sinhala Language:

A candidate will be required to write an essay, to make a precise, 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 precise 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 will 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.

Candidates will be given a set of passages and 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 A candidate will be required to obtain a minimum of 40 percent in each paper and candidates will be selected for appointments in the merit order of the aggregate marks depending on the number of existing vacancies.

## 12.2 Interview

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

13. 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.
14. Any matters not referred to herein will be decided by the Central Provincial Public Service Commission.

Sign By : R.M.N. Ratnayake  
Secretary  
Public Service Commission  
Central Provincial Council

01 April 2015  
Central Provincial Public Service Commission  
No. 244, Katugastota Road  
Kandy  
[www.psc.cp.gov.lk](http://www.psc.cp.gov.lk)

Specimen form of application

**Open Competitive Examination for Recruitment to Class I of Central Provincial Translators' Service**

Index No.

01. Indicate below the post, which you compete for in the Central Provincial Translators' Service :

- i. Sinhala/Tamil Translator - 01
- ii. Sinhala/English Translator - 02
- iii. Tamil/English Translator - 03

(Indicate the relevant number in the cage)

02. Language medium of Examination :

- i. Sinhala/Tamil - 01
- ii. Sinhala/English - 02
- iii. Tamil/English - 03

(Indicate the relevant number in the cage)

03. The applicants

i. Name with initials at the end: .....

(In English capital letters) Ex: PERERA, A.B.C.

ii. Full Name: .....

(In English capital letters)

iii. Full Name : .....

(In Sinhala/Tamil)

04. i. Address to which the admission should be sent: - .....

(In English capital letters)

ii. Address to which the admission should be sent: - .....

(In Sinhala/Tamil)

iii. Permanent Address: - .....

(In English capital letters)

iv. Official Address: - .....

(In English capital letters)

v. National Identity Card No:

vi. Telephone No: -

05. i. Sex

Male - 0

Female - 1

(Indicate the relevant number in the cage)

ii. Whether you are a citizen of Sri Lanka :\_\_\_\_\_.

iii. Ethnicity :

- |                  |    |                          |
|------------------|----|--------------------------|
| Sinhala          | 01 | <input type="checkbox"/> |
| Sri Lankan Tamil | 02 |                          |
| Indian Tamil     | 03 |                          |
| Muslim           | 04 |                          |
| Other            | 05 |                          |

(Indicate the relevant number in the cage)

06. Civil Status

- |           |     |                          |
|-----------|-----|--------------------------|
| Married   | - 1 | <input type="checkbox"/> |
| Unmarried | - 2 |                          |

(Indicate the relevant code in the cage)

07. i. Date of birth :- Year:  Month:  Date :

ii. Age as at 30.04.2015

Years: ..... Months ..... Days .....

08. Particulars of educational qualifications you possess to appear for this examination as per para 6.0 of this Gazette Notification :

- (a) (i) Name of the degree OR the certificate which qualifies you to apply : .....
- ii. Name of the establishment from which said certificate was obtained : .....
- iii. The effective date of the degree or certificate : .....
- iv. Language medium of the degree : .....
- v. Other languages passed at the degree :
- (1) .....
- (2) .....

- (b) (i) The G. C. E. (O/L) Examination OR the similar examination from which a credit pass was obtained for the first language : .....
- Year : .....
- (ii) The G. C. E. (O/L) Examination from which a credit pass was obtained for the 2<sup>nd</sup> language OR the examination from which a similar qualifications were obtained :
- Exam : ..... . Year : .....

09. Whether you are holding a permanent post in Public or Provincial Public Service at present : Yes/No

Name of the Post: .....

Present Institution: .....

Date of Appointment: .....

10. Affix the receipt so as not to be detached :

Receipt is to be affixed here so as not to be detached



11. Candidate's Certificate :

I declare that to the best of my knowledge and belief the information given in this form is true and that I have affixed the receipt No. .... dated ..... being payment of the examination fee. I also agree to be bound by the rules governing the examination and any decision that may be taken to cancel my candidature prior to, during or after the examination, if it is found that I am ineligible according to the regulations of this examination.

I have carefully read the Gazette Notification and understood the contents thereof before completing this application form, and in case of any error in Code Numbers, or in the information supplied due to any mistake or inadvertence on my part, I promise to bear the loss caused thereby, and not to lodge any appeal in that connection. Further, I agree to be bound by the rules and regulations on conducting of the exam and issuance of results.

Date : .....

.....  
Signature of the applicant

12. Attestation of the Applicant's Signature :

I hereby certify that Mr./Mrs./Miss ..... residing at ..... is personally known to me and that he/she signed before me on .....

.....  
Signature of the person attesting

Name and Designation : .....

Address : .....

Date: .....

(Official Stamp)

Note: The signatures of the person in public service should be certified by the relevant Head of the Department or by an officer authorized to do so on behalf of him.

13. Certificate of the Head of the Department :

I certify that the particulars given by this applicant in para 07,08 and 09 are correct, his/her work and conduct are satisfactory and that he/she has satisfied the qualifications as per Gazette Notification to appear for this examination. He/She can be released from service if selected.

.....  
Signature of the Head of Department and  
Official Stamp.

Date: .....

Name in full of the Officer: .....

Designation: .....

Address: .....