

**MINISTRY OF ADMINISTRATION,
PROVINCIAL COUNCILS AND LOCAL
GOVERNMENT**

**Open Competitive Examination For Recruitment
To Class I of The Government Translators' Service
– 2024**

1.0 APPLICATIONS are invited for the Open Competitive Examination for Recruitment to Class I of the Government Translators' Service. The application form has been published under 'Our Service' on the official website of the Department of Examinations, Sri Lanka: www.doenets.lk, and applications can only be submitted **online**. The closing date for applications is **08th of December 2025**.

Note 1 - The online application submission will open at 9.00 a.m. on the 10th of November 2025 and will close at 9.00 p.m. on the 08th of December 2025.

Note 2 - Officers currently serving in the Public/ Provincial Public Service must submit a copy of the application to their Head of Institution to be entered into their personal file, and a copy of the application, duly certified by the Head of Institution, must be produced when called for the interview.

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 February 2026**. 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:-

The salary code applicable to this post is MN 6 - 2025, as per Schedule II of Public Administration Circular No.

10/2025 dated 25.03.2025 and the corresponding salary scale is Rs. 62,230 – 10x1,190 – 11x1,360 – 15x1,670 – 114,140/-. You will be placed in Pay Step 12 of this Pay Scale from the effective date of appointment. This salary will be paid according to the provisions in Schedule III of the Circular Dated 10/2025.

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 Three percent (3%) of the total number of vacancies to be filled through this Competitive Examination will be reserved for Persons with Disabilities. **From among the eligible applicants with disabilities who qualify in the examination**, a percentage of 3% of the highest marks will be selected for appointment according to the order of merit. To be eligible for this, an applicant must obtain a minimum of forty percent (40%) of the marks allocated for each subject in the examination. The provisions of Public Administration Circular No. 27/88 will be applicable for recruitment on the basis of disability.

Note - When completing the online application, an applicant must indicate as relevant that they are applying under the disability condition, and a **non-disabled person must not falsely indicate that they are disabled.**

6.0 Conditions of Service :

I. A candidate selected through this examination will be appointed to Class I of the Government Translators' Service, subject to the General Conditions governing appointments in the Public Service, the Terms and Conditions stipulated in the Translators' Service Minute published in the Gazette Extraordinary of the Democratic Socialist Republic of Sri Lanka, No. 829/7 dated 26.07.1994, and all amendments made or to be made thereto, the provisions of the Establishments Code and Financial Regulations, the Procedural Rules of the Public Service Commission published in the *Gazette Extraordinary*, No. 2310/29 dated 14.12.2022.

II. An officer appointed to Class I of the Government Translators' Service based on the results of the Open Competitive Examination will be subject

to a three (03) year probationary period from the date of appointment. The officer must pass the First Efficiency Bar Examination for officers in Class I of the Government Translators' Service before reaching the 4th salary step.

III. 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.

IV. You are required to obtain the prescribed Official Language Proficiency according to the provisions in Public Administration Circular No. 18/2020 dated 16.10.2020 and other circulars issued consequently in this regard, corresponding to the language medium in which you qualified for appointment.

7.0 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

1. Have obtained merit or higher qualification for the relevant two translation language medium at the G.C.E. (O.L.) examination or its equivalent examination;
And
2.
 - a. A degree awarded by a state University or a Foreign University recognized by the University Grants Commission;
or
 - b. A degree awarded by a University established by an Act, of Parliament of Sri Lanka;
or
 - c. A degree recognized under the section 25A of the Universities Act, No. 16 of 1978.

(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 08.12.2004 and whose date of birth fall on or after 08.12.1985 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.

8.0 Examination Conditions:

(i) The online application for the examination must be completed in English. The application should be submitted after confirming the accuracy of the information provided. Before completing the online application, you must download the common instructions prepared for applying for the examination. Strictly adhere to these instructions when filling out the application. Incomplete applications will be rejected without notification. Confirmation of whether the soft copy of the application submitted online by the applicant has been accepted or not by the Department of Examinations, Sri Lanka, will be communicated *via* Short Message Service (SMS) to the mobile number or *via* e-mail to the email address used to access the system.

(ii) The Examination Fee is Rs. **600.00** Payment of the examination fee must only be made through one of the following payment methods provided by the online system:

- i. Any Bank Credit Card
- ii. Any Bank Debit Card with the Facility of Internet Transaction
- iii. Online Banking Method of Bank of Ceylon.
- iv. Any Branch of the Bank of Ceylon

Note:

(a) Instructions on how to make payments using the above methods have been published under the

Technical Instructions relevant to the examination on the website.

- (b) Confirmation of receipt of the payment will be sent *via* Short Message Service (SMS) or e-mail. The full amount of the examination fee must be paid; applications where the examination fee is paid less or in excess will be rejected. The Department of Examinations will not be responsible for any errors that occur during the payment of the examination fee using the aforementioned payment methods.
 - (c) The amount paid for the examination will not be refunded or transferred to another examination under any circumstances.
- iii. The Commissioner-General of Examinations will issue **Admission Cards** only **online** to applicants who have correctly submitted their applications online and paid the prescribed examination fee on or before the closing date for receiving applications, based on the preliminary assumption that only those with the qualifications stated herein have applied. Applicants will be notified *via* an SMS or Web notice as soon as admission cards are issued to them. Any candidate who has not received their Admission Card should inquire from the Institutional Examinations Organizing Branch of the Department of Examinations, Sri Lanka, as specified in the web notification. When making such an inquiry, it will be more effective to send a request letter to the email address mentioned in the web notification, clearly stating the name of the examination applied for, the applicant's full name, National Identity Card number, reference number, and address. It will also be useful to have ready the copy of the application and the copy of the receipt for the payment of the examination fee that you have retained, in order to verify any information requested by the Department of Examinations during the inquiry.
- iv. The Admission Card should be checked and, if there are any amendments, you should contact the Department of Examinations, Sri Lanka, to get the necessary amendments made in accordance with the application. Requests for amendments made at the examination hall or at the interview will not be considered.
- v. The applicant's signature on the Admission Card must be certified. An applicant applying from a government institution should have their signature certified by their Head of Institution or an officer authorized by the Head of Institution. Applicants not applying from a government institution should have their signature certified by a Principal of

a Government School, Grama Niladhari of the division, Justice of the Peace, Commissioner for Oaths, Attorney-at-Law, Public Notary, or the Chief Incumbent or Nayaka Thero of a Buddhist Temple, or a dignitary of significant standing from the clergy in charge of any other religious institution.

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

Furthermore, to enable verification of their identity and in order to confirm that they are not wearing electronic communication device candidates must enter the examination hall without covering their face and ears. Applicants who refuse to confirm their identity in this manner will not be admitted to the examination hall. Moreover, from the moment of entry until leaving the examination hall after the examination is over, the candidate must remain without covering their face and ears.

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 hour and 30 minutes
- (c) Sinhala Language - 100 marks - 1 hour and 30 minutes
- (d) Tamil Language - 100 marks - 1 hour and 30 minutes
- (e) Comprehension - 100 marks - 1 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)

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 précis, 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 précis, 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 précis, 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, will be offered appointments according to the available

vacancies depending on the order of the
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 Director General of Combined Services. All the Applicants bound by the general rules and regulations mentioned in this *Gazette* Notification.

N.U. NISHAN MENDIS,
Director General of Combined Services.

Ministry of Public Administration, Provincial Councils and
Local Government,
Independence Square
Colombo 07.
31st October, 2025.