



# Official Languages Commission



## Vacancies

Applications are invited from citizens of Sri Lanka who are physically fit and have excellent moral character and possess the requisite qualifications in terms of the following notifications to fill the following vacancies in the Official Languages Commission.

Post	No of Vacancies
1. Assistant Secretary	01
2. Language Officer	01
3. Co-ordinating Assistant	01
4. Translator/Secretary (Sinhala & Tamil/English)	02
5. Driver	01

### 01. Assistant Secretary

#### 1.1 Educational Qualifications

- Should possess a degree in Human Resources Management, Social Science or Law obtained from a recognized University.
- Should have Computer literacy.

#### 1.2 Professional Qualifications and Experience

- Should have 02 years experience as a recognized institution.
- Should have 01 year experience in the legal profession.
- Should have Minimum Professional Qualifications in either one of the following fields:
  - English/Sinhala/Tamil Translators
  - Computer Science/Information Technology
  - Journalism/Mass Media
  - Project Management

#### 1.3 Special Qualifications

- Preference will be given to Candidates with following qualifications:
  - Knowledge of Sinhala, Tamil and English languages, theoretical knowledge and/or practical experience in language teaching/training.
  - Theoretical knowledge/Experience in Training activities.
  - Theoretical knowledge/Experience in Accounting.
  - Theoretical knowledge/Experience in legal activities.
  - Experience in Human Resource Management, Preparation of Training programmes, Monitoring and Evaluation.

### 02. Language Officer (External Applicants)

#### Educational Qualifications

- Should possess a degree obtained from a recognized University.
- Should have experience in Technical Translations Sinhala/Tamil/English.
- Should have Computer literacy.
- Should have experience in research work.

### 03. Translator

#### Educational Qualifications

##### 03A Sinhala/ Tamil/ Sinhala/ Tamil

- Should possess a degree with Sinhala Language or Tamil Language as a subject from a University recognized by the University Grants Commission.

And

- Candidates who have passed Tamil Language as a subject for the degree should have a Credit pass in Sinhala Language and literature in the G.C.E. (A/L) Examination.
  - Candidates who have passed Sinhala Language as a subject for the degree should have a Credit pass in Tamil Language and literature in the G.C.E. (A/L) Examination.
- Candidates who have passed Tamil as a subject for the degree should have a 'B' Grade pass in Sinhala Language in the N.C.E. Examination.
- Candidates who have passed Sinhala Language as a subject for the degree should have a 'B' Grade pass in Tamil Language in the N.C.E. Examination.
- Candidates who have passed Tamil as a subject for the degree should have at least an Ordinary Pass in Sinhala Language in the G.C.E. (O/L) Examination or Candidates who have passed Sinhala Language and literature in the degree should have an Ordinary Pass in Tamil Language in the G.C.E. (A/L) Examination.

- Should possess a degree with Translation methods as a subject from a University recognized by the University Grants Commission.

And

- Should have Credit pass in Sinhala Language and literature in the G.C.E. (O/L) Examination and should have Credit pass in Tamil Language and literature in the G.C.E. (A/L) Examination.
  - Should have a 'B' Grade pass in Sinhala Language in the N.C.E. Examination and should have a 'B' Grade pass in Tamil Language in the N.C.E. Examination.
- Should have obtained an Ordinary Pass in Sinhala Language in the G.C.E. (A/L) Examination and should have obtained an Ordinary Pass in Tamil Language in the G.C.E. (A/L) Examination.

- Should have passed Total Examination in Oriental Languages.

And

- Should have a Credit pass in Tamil Language in the G.C.E. (O/L) Examination.
  - Should have a 'B' Grade pass in Tamil Language in the N.C.E. Examination.
- Should have an Ordinary Pass in Tamil Language in the G.C.E. (A/L) Examination.

##### 03B Translator (Sinhala/English)

- Should have a degree with Tamil Language or Sinhala Language as a subject from a University recognized by the University Grants Commission.

And

- Candidates who have passed Tamil Language as a subject for the degree should have a Credit pass in English Language (English Literature) in the G.C.E. (A/L) Examination.
  - Candidates who have passed English Language as a subject for the degree should have a Credit pass in Tamil Language and literature in the G.C.E. (A/L) Examination.
- Candidates who have passed Tamil Language as a subject for the degree should have 'B' Grade Pass for English Language (English Literature) in the N.C.E. Examination or Candidates who have passed English Language as a subject for the degree should have at least an Ordinary Pass in Tamil Language and literature in the G.C.E. (A/L) Examination.
- Candidates who have passed Tamil Language as a subject for the degree should have at least an Ordinary Pass in English Language in the G.C.E. (O/L) Examination or Candidates who have passed English Language as a subject for the degree should have at least an Ordinary Pass in Tamil Language and literature in the G.C.E. (A/L) Examination.

- Should possess a degree with Translation methods as a subject from a University recognized by the University Grants Commission.

And

- Should have a Credit pass in English Language (English Literature) in the G.C.E. (O/L) Examination and should have a Credit pass in Tamil Language and literature in the G.C.E. (A/L) Examination.
  - Should have a 'B' Grade Pass in English Language (English Literature) in the N.C.E. Examination and should have a 'B' Grade Pass in Tamil Language in the N.C.E. Examination.
- Should have an Ordinary pass in English Language in the G.C.E. (A/L) Examination and should have at least an Ordinary pass in Tamil Language in the G.C.E. (A/L) Examination.

### 04. Co-ordinating Assistant

#### Educational Qualifications

- Should possess a degree in Human Resources Management, Social Science or Language obtained from a recognized University.
- Should have experience in Administration, Co-ordinational Investigation.
- Knowledge of Sinhala, Tamil and English languages.
- Computer literacy.

#### Educational/Professional Qualifications are in one or more of the following fields:

- Information Technology
- Information Resources
- Project Management
- Translation Study will be an added qualification.

### 05. Driver cum Office Aide

#### Educational Qualifications

- Should have sat for the G.C.E. (O/L) Examination and passed a minimum 03/05 subjects.

#### Technical Experience

- Should have obtained a 'B' Grade Certificate in Computer Science by the Commissioner General of Motor Traffic for the driving of Private Cars/ Buses or Driver License less than 24 (24) years.
- Should have at least 03 years experience as a Motor Vehicle driver after obtaining the Driving License.
- Should be at least 21 feet in height.
- Should be of sound health and perfect eye sight for day/night driving.
- Should have sound knowledge of the Highway Code.

#### General Information

##### Age limit:

- Should be between 18 years and not more than 40 years of age as at 01/08/2015. (The upper age limit shall not apply to the interested applicants, Public Servants and Provincial Public Servants who are already in service).

- Should be a citizen of Sri Lanka.
- Should possess a good physical and mental fitness necessary to serve in any post of the island as well as to perform the duties and functions assigned to the post.
- Should possess an unblemished character.

##### Salary Scale:

- Assistant Secretary (Rs. 22,000 - 44,000) (17/11/14) (140/14)
- Language Officer (Rs. 20,500 - 34,500) (14/03/14)
- Translator (Rs. 18,000 - 28,000) (12/04/13) (12/13)
- Co-ordinating Assistant (Rs. 17,000 - 28,000) (12/04/13) (12/13)
- Driver cum Office Aide (Rs. 12,000 - 20,000) (08/01/14) (12/13) (12/13)

The posts are permanent and appointment will be made to the Employee/Provisional Post on 15th June 2015 and 01st July 2015 respectively. The probation will continue for 03 (three) months.

An employee who is appointed in a post will be on probation for a period of 03 (three) years. If his/her performance and conduct is satisfactory during the period of probation and/or completion of the five (five) year test he/she will be confirmed in the post at the end of the period of probation.

Applicants should forward their applications to the Director/Provincial Public Servants, Statutory Boards and Corporations, located in Colombo through their respective Head of Department/Institutions.

Qualified applicants will be called for an interview and/or test as appropriate and selection will be made on the basis of such interview and/or test.

#### Applications:

Applications should be prepared in accordance with the specimen application of this notification and sent to the Chairman, Official Languages Commission, No. 95, Arundata Rajakanara Mawatha, Colombo 10 or to the relevant Provincial Office.

The form applied for should be indicated on the top left hand corner of the application, conforming the application. Applications which have not been forwarded according to all the requirements indicated above and applications received after the closing date will be rejected.

## OFFICIAL LANGUAGES COMMISSION

Application for the post of \_\_\_\_\_

<p><b>01. Name of the applicant</b></p> <p>Mr. Name with initials _____                  C/O. Name with initials _____</p> <p><b>02. Address:</b></p> <p>01. Permanent address _____                  02. Present address (if different) _____</p> <p><b>03. Sex:</b></p> <p>Male <input type="checkbox"/> Female <input type="checkbox"/></p> <p><b>04. Age:</b> _____                  Date of birth: _____                  Date of application: _____</p> <p><b>05. Marital status:</b></p> <p>Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced <input type="checkbox"/></p> <p><b>06. Education:</b> _____</p> <p><b>07. Languages:</b> _____</p> <p><b>08. Specialized professional qualifications (if any):</b> _____</p> <p><b>09. G.C.E. (A/L) Examination:</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>Year</th> <th>Grade</th> </tr> <tr> <td>2014</td> <td></td> </tr> <tr> <td>2013</td> <td></td> </tr> <tr> <td>2012</td> <td></td> </tr> <tr> <td>2011</td> <td></td> </tr> <tr> <td>2010</td> <td></td> </tr> <tr> <td>2009</td> <td></td> </tr> <tr> <td>2008</td> <td></td> </tr> <tr> <td>2007</td> <td></td> </tr> <tr> <td>2006</td> <td></td> </tr> <tr> <td>2005</td> <td></td> </tr> <tr> <td>2004</td> <td></td> </tr> <tr> <td>2003</td> <td></td> </tr> <tr> <td>2002</td> <td></td> </tr> <tr> <td>2001</td> <td></td> </tr> <tr> <td>2000</td> <td></td> </tr> <tr> <td>1999</td> <td></td> </tr> <tr> <td>1998</td> <td></td> </tr> <tr> <td>1997</td> <td></td> </tr> <tr> <td>1996</td> <td></td> </tr> <tr> <td>1995</td> <td></td> </tr> <tr> <td>1994</td> <td></td> </tr> <tr> <td>1993</td> <td></td> </tr> <tr> <td>1992</td> <td></td> </tr> <tr> <td>1991</td> <td></td> </tr> <tr> <td>1990</td> <td></td> </tr> <tr> <td>1989</td> <td></td> </tr> <tr> <td>1988</td> <td></td> </tr> <tr> <td>1987</td> <td></td> </tr> <tr> <td>1986</td> <td></td> </tr> <tr> <td>1985</td> <td></td> </tr> <tr> <td>1984</td> <td></td> </tr> <tr> <td>1983</td> <td></td> </tr> <tr> <td>1982</td> <td></td> </tr> <tr> <td>1981</td> <td></td> </tr> <tr> <td>1980</td> <td></td> </tr> <tr> <td>1979</td> <td></td> </tr> <tr> <td>1978</td> <td></td> </tr> <tr> <td>1977</td> <td></td> </tr> <tr> <td>1976</td> <td></td> </tr> <tr> <td>1975</td> <td></td> </tr> <tr> <td>1974</td> <td></td> </tr> <tr> <td>1973</td> <td></td> </tr> <tr> <td>1972</td> <td></td> </tr> <tr> <td>1971</td> <td></td> </tr> <tr> <td>1970</td> <td></td> </tr> <tr> <td>1969</td> <td></td> </tr> <tr> <td>1968</td> <td></td> </tr> <tr> <td>1967</td> <td></td> </tr> <tr> <td>1966</td> <td></td> </tr> <tr> <td>1965</td> <td></td> </tr> <tr> <td>1964</td> <td></td> </tr> <tr> <td>1963</td> <td></td> </tr> <tr> <td>1962</td> <td></td> </tr> <tr> <td>1961</td> <td></td> </tr> <tr> <td>1960</td> <td></td> </tr> <tr> <td>1959</td> <td></td> </tr> <tr> <td>1958</td> <td></td> </tr> <tr> <td>1957</td> <td></td> </tr> <tr> <td>1956</td> <td></td> </tr> <tr> <td>1955</td> <td></td> </tr> <tr> <td>1954</td> <td></td> </tr> <tr> <td>1953</td> <td></td> </tr> <tr> <td>1952</td> <td></td> </tr> <tr> <td>1951</td> <td></td> </tr> <tr> <td>1950</td> <td></td> </tr> <tr> <td>1949</td> <td></td> </tr> <tr> <td>1948</td> <td></td> </tr> <tr> <td>1947</td> <td></td> </tr> <tr> <td>1946</td> <td></td> </tr> <tr> <td>1945</td> <td></td> </tr> <tr> <td>1944</td> <td></td> </tr> <tr> <td>1943</td> <td></td> </tr> <tr> <td>1942</td> <td></td> </tr> <tr> <td>1941</td> <td></td> </tr> <tr> <td>1940</td> <td></td> </tr> <tr> <td>1939</td> <td></td> </tr> <tr> <td>1938</td> <td></td> </tr> <tr> <td>1937</td> <td></td> </tr> <tr> <td>1936</td> <td></td> </tr> <tr> <td>1935</td> <td></td> </tr> <tr> <td>1934</td> <td></td> </tr> <tr> <td>1933</td> <td></td> </tr> <tr> <td>1932</td> <td></td> </tr> <tr> <td>1931</td> <td></td> </tr> <tr> <td>1930</td> <td></td> </tr> <tr> <td>1929</td> <td></td> </tr> <tr> <td>1928</td> <td></td> </tr> <tr> <td>1927</td> <td></td> </tr> <tr> <td>1926</td> <td></td> </tr> <tr> <td>1925</td> <td></td> </tr> <tr> <td>1924</td> <td></td> </tr> <tr> <td>1923</td> <td></td> </tr> <tr> <td>1922</td> <td></td> </tr> <tr> <td>1921</td> <td></td> </tr> <tr> <td>1920</td> <td></td> </tr> <tr> <td>1919</td> <td></td> </tr> <tr> <td>1918</td> <td></td> </tr> <tr> <td>1917</td> <td></td> </tr> <tr> <td>1916</td> <td></td> </tr> <tr> <td>1915</td> <td></td> </tr> <tr> <td>1914</td> <td></td> </tr> <tr> <td>1913</td> <td></td> </tr> <tr> <td>1912</td> <td></td> </tr> <tr> <td>1911</td> <td></td> </tr> <tr> <td>1910</td> <td></td> </tr> <tr> <td>1909</td> <td></td> </tr> <tr> <td>1908</td> <td></td> </tr> <tr> <td>1907</td> <td></td> </tr> <tr> <td>1906</td> <td></td> </tr> <tr> <td>1905</td> <td></td> </tr> <tr> <td>1904</td> <td></td> </tr> <tr> <td>1903</td> <td></td> </tr> <tr> <td>1902</td> <td></td> </tr> <tr> <td>1901</td> <td></td> </tr> <tr> <td>1900</td> <td></td> </tr> </table>	Year	Grade	2014		2013		2012		2011		2010		2009		2008		2007		2006		2005		2004		2003		2002		2001		2000		1999		1998		1997		1996		1995		1994		1993		1992		1991		1990		1989		1988		1987		1986		1985		1984		1983		1982		1981		1980		1979		1978		1977		1976		1975		1974		1973		1972		1971		1970		1969		1968		1967		1966		1965		1964		1963		1962		1961		1960		1959		1958		1957		1956		1955		1954		1953		1952		1951		1950		1949		1948		1947		1946		1945		1944		1943		1942		1941		1940		1939		1938		1937		1936		1935		1934		1933		1932		1931		1930		1929		1928		1927		1926		1925		1924		1923		1922		1921		1920		1919		1918		1917		1916		1915		1914		1913		1912		1911		1910		1909		1908		1907		1906		1905		1904		1903		1902		1901		1900		<p><b>09. Signature:</b> _____</p> <p><b>10. Date:</b> _____</p> <p><b>11. Place:</b> _____</p> <p><b>12. Name of the Head of the Department/Provincial Public Servants:</b> _____</p> <p><b>13. Address:</b> _____</p> <p><b>14. Telephone:</b> _____</p> <p><b>15. Fax:</b> _____</p> <p><b>16. E-mail:</b> _____</p> <p><b>17. Mobile:</b> _____</p> <p><b>18. Other:</b> _____</p> <p><b>19. Signature of the Applicant:</b> _____</p> <p><b>20. Date:</b> _____</p> <p><b>21. Place:</b> _____</p> <p><b>22. Name:</b> _____</p> <p><b>23. Address:</b> _____</p> <p><b>24. Telephone:</b> _____</p> <p><b>25. Fax:</b> _____</p> <p><b>26. E-mail:</b> _____</p> <p><b>27. Mobile:</b> _____</p> <p><b>28. Other:</b> _____</p>
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