Applications are hereby called for the Official Language Proficiency Written Examination from public officers and the officers of Co operations and statutory Institutions in terms of the Public Administration Circular No 01/ 2014 and Management Services Circular No 04/ 2014 respectively.

02. This examination will be held by the Examinations Department of Sri Lanka. The candidates should obtain marks not less than 40 % of the total to pass this examination. Answer scripts of this examination shall not be re-corrected. Results of this examination will not be sent to the candidates and the results will be published in the Departmental website (only those who have passed the written Examination will be allowed to apply for this Oral Examination)

03. Candidates can apply for this examination only through the departmental website www.languagesdept.gov.lk from 30.11.2015 onwards according to their requirements. Candidates are required to access the website and follow the steps shown on the screen to fill the application. Accordingly the Official Language Proficiency Written Examination is held in March and in September for the applications submitted from 30th November 2015 to 31st January 2016 and for the applications submitted from 01st February 2016 to 31July 2016 respectively. One candidate shall be allowed to apply only for one level of one language at a time.

04. Candidates belonging to each service should confirm the required proficiency level by referring to the Public Administration Circular No 01/2014 and Management Services Circular No 04/2014. Such Circulars, relevant syllabuses and other relevant information can be obtained from the above website.

05. If the candidate is a person with special needs, details in that regard should be mentioned in the application.

06. Every candidate should pay an examination fee of Rs. 500/= from any branch of Bank of Ceylon of the Island so as to credit it to the account No 7041541 of the Commissioner of Official Languages, Bank of Ceylon, Rajagiriya and the number and the date of such receipt should be written in the relevant cage of the application.

07. The cities and the numbers of cities of each province in which the centers of this written Examination have been scheduled to be established are shown in the Annexe No 01. In case the number of candidates applied for an examination center of a certain city found to be inadequate, such examination centers will be cancelled and the candidates will be directed to another examination center according to their second / third choices.

08. Immediately after the admission cards are issued to the candidates, a newspaper notice mentioning that will be published by the Examinations Department of Sri Lanka. If the admission card is not received even after 02 or 03 days of the news paper notice, the candidate should inform the Examinations Department of Sri Lanka as specified in the notice.

09. Issuance of admission card to a candidate does not necessarily mean that he or she has fulfilled required qualification to sit for this examination.

10. A candidate will be required to prove his / her identity at the examination hall and for this purpose, only the National Identity Card or a valid Passport will be accepted.
11. Decision of the Commissioner General of Examinations on holding of the examination, issuance of results shall be final. Decision of the Commissioner General of Examinations and/or the Commissioner of Official Languages regarding any other matters not mentioned hereof shall also be final.

12. Candidates will be subject to rules and regulations in examinations procedures imposed by the Commissioner General of Examinations. A candidate, in case of violation of such rules and regulations shall be subject to a penalty imposed by the Commissioner General of Examinations.

13. In case of any inconsistency among the Sinhala, Tamil and English texts of this notice, the Sinhala text shall prevail.

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…11.2015.