
DEPARTMENT OF OFFICIAL LANGUAGES

Open/Limited Examination for Recruitment of Translators - Class II (Sinhala/English), (Sinhala/Tamil) and (Tamil/English) to the Department of Official Languages -2025

IT is hereby notified that the competitive examination for recruitment of qualified persons to the post of Translator (Departmental) Class II in the Department of Official Languages, will be conducted by the Commissioner General of Official Languages in November 2025. The application concerned has been published on the official website of the

Department of Official Languages (www.languagesdept.gov.lk) and it can be submitted only via online. The closing date for applications is 28th October 2025.

02. Accordingly, applications are invited from the qualified Sri Lankan citizens for the posts of Translator (Departmental) - Class II in the Department of Official Languages relevant to the following language categories.

<i>Title of the Position</i>	<i>Number of recruitments</i>
Translator (Sinhala-Tamil)	07
Translator (Sinhala-English)	06
Translator (Tamil-English)	04

03. Recruitment percentage:

Stream	Percentage
Open	75%
Limited	25%
Merit	Not relevant

Note: In case, the number of qualified applicants is found to be insufficient for the recruitment under the open stream, such number of vacancies will be filled under the limited stream. And if the number of qualified candidates is insufficient under the limited stream, such number of vacancies will be filled under the open stream as per the relevant qualifications.

04. The number of appointments and the effective date of the appointment shall be determined by the Commissioner General of Official Languages. **The Commissioner General of Official Languages shall have the power to fill any number of or all of the vacancies or let such vacancies remain unfilled.**

05. Those appointed to the posts are required to pass the first Efficiency Bar Examination prior to completion of three (03) years from the date of appointment.

06. You must fulfil the requirement of the relevant official language proficiency as per the provisions of the Public Administration Circular No. 18/2020 dated 16.10.2020 and the circulars incidental thereto, depending on the medium of language in which you got qualified for the appointment.

07. Recruitment to the Class II of the post will be made in accordance with the procedural rules published in the *Gazette Extraordinary* No. 2310/29 dated 14.12.2022 of the Public Service Commission and the provisions of the Establishments Code.

08. All recruitments will be subject to the approved Scheme of Recruitment and any amendments to be made to the said Scheme of Recruitment.

09. Monthly Salary Scale: 62,230-10 ×1,190-11 ×1,360-15 ×1,670-114,140/-(MN-6-2025)

10. This post is permanent and pensionable. You shall be subject to the future policy decisions which may be made by the Government regarding the pension scheme. You will also be required to contribute to the Widows' & Orphans' Pensions Scheme. You will be required to pay contributions as prescribed by the Government from time to time.

11. **Qualifications:** The following qualifications are required for the recruitment to the posts of Translator (Sinhala / Tamil), (Sinhala / English) and (Tamil / English) on an open/limited basis.

Translator (Sinhala/English):

I. A degree from a university recognized by the University Grants Commission,
And

II. A credit pass in Sinhala Language and a credit pass in English Language or English Literature at the G.C.E. (O/L) or an equivalent examination,
And

III. Must pass a practical test on computer word processing ability in both Sinhala / English languages.

Translator (Tamil/English):

I. A degree from a university recognized by the University Grants Commission,
And

II. A credit pass in Tamil Language and a credit pass in English Language or English Literature at the G.C.E. (O/L) or an equivalent examination,
And

III. Must pass a practical test on computer word processing ability in both Tamil/English languages.

Translator (Sinhala/Tamil):

I. A degree from a university recognized by the University Grants Commission,
And

II. A credit pass in Sinhala and Tamil as a core subject at the G.C.E. (O/L) or equivalent examination or a credit pass for Tamil or Sinhala in the as a second language or a credit pass in the first language with an acceptable higher qualification,
And

III. Must pass a practical test on computer word processing ability in both Sinhala and Tamil languages.

11.1. **Physical Fitness:**

Every candidate must be physically and mentally fit enough to serve in any part of Sri Lanka and to perform the duties of the position.

11.2. Other:

- I. Must be a citizen of Sri Lanka.
- II. Applicants must be of excellent character.
- III. Should have fulfilled, by all means, all the qualifications required for the recruitment to the post as at the date mentioned in the notice / *Gazette* Notification calling applications.
- IV. The officers who are currently in the public service should hold permanent posts and have been confirmed in the respective posts.

12. Age limit:

Open: should not be less than 21 years and more than 35 years as at the closing date for applications.

Limited: not applicable

Please note: It is mandatory for each applicant to have completed all the qualifications relevant to the position **on or before 28th October, 2025.**

13. Method of Recruitment: Recruitment is made based on the results of a Written Examination and the qualifications will be verified at a general interview.

13.1 All candidates who pass the written examination will be called for a practical test of computer word processing skills. Candidates who score the highest marks in the written examination and practical test will be called for a general interview and it will be twice the number of available vacancies.

14. Examination Procedure:

14.1 Examination Syllabus:

Note: This examination will be conducted in Sinhala, Tamil and English media and the medium will be decided according to the language category chosen by the candidates. The candidates will not be allowed to change later the language medium and the language category they have chosen.

	<i>Question Paper</i>	<i>Syllabus</i>
Translator (Sinhala/English)	1. Translation – Sinhala to English	Translating 03 passages selected from administrative, legal, scientific, technological, aesthetic, literary and religious documents from Sinhala Language to English Language
	2. Translation – English to Sinhala	Translating 03 passages selected from administrative, legal, scientific, technological, aesthetic, literary and religious documents from English language to Sinhala language.
	3. Sinhala language	Writing an essay, writing a précis, summarizing a given passage using the candidate's own words, constructing sentences so as to give the meanings of the given words, correcting grammar mistakes in sentences, defining idioms, correct spellings.
	4. English language	Writing an essay, constructing sentences so as to give the meanings of the given words, defining idioms, analyzing compound and complex clauses

	<i>Question Paper</i>	<i>Syllabus</i>
Translator (Tamil/English)	1. Translation – Tamil to English	Translating 03 passages selected from administrative, legal, scientific, technological, aesthetic, literary and religious documents from Tamil Language to English Language.
	2. Translation – English to Tamil	Translating 03 passages selected from administrative, legal, scientific, technological, aesthetic, literary and religious documents from English Language to Tamil Language.
	3. Tamil language	Writing an essay, writing a précis, summarizing a given passage using the candidate's own words, constructing sentences so as to give the meanings of the given words, correcting grammar mistakes in sentences, defining idioms, spellings
	4. English language	Writing an essay, writing a précis, summarizing a given passage, constructing sentences so as to give the meanings of the given words, correcting grammar mistakes in sentences, defining idioms, spellings
Translator (Sinhala/Tamil)	1. Translation – Sinhala to Tamil	Translating 03 passages selected from administrative, legal, scientific, technological, aesthetic, literary and religious documents from Sinhala Language to Tamil Language.
	2. Translation – Tamil to Sinhala	Translating 03 passages selected from administrative, legal, scientific, technological, aesthetic, literary and religious documents from Tamil Language to Sinhala Language.
	3. Sinhala Language	Writing an essay, writing a précis, summarizing a given passage using the candidate's own words, constructing sentences so as to give the meanings of the given words, correcting grammar mistakes in sentences, defining idioms, spellings
	4. Tamil Language	Writing an essay, writing a précis, summarizing a given passage in candidate's own words, constructing sentences so as to give the meanings of the given words, correcting grammar mistakes in sentences, defining idioms, spellings

14.2. Scheme of Marking

	<i>Question paper</i>	<i>Duration</i>	<i>Total marks</i>	<i>Pass marks</i>
Translator (Sinhala/English)	1. Translation - Sinhala to English	03 hours	100	40%
	2. Translation - English to Sinhala	03 hours	100	40%
	3. Sinhala Language	1 and ½ hours	100	40%
	4. English Language	1 and ½ hours	100	40%
Translator (Tamil / English)	1. Translation - Tamil to English	03 hours	100	40%
	2. Translation- English to Tamil	03 hours	100	40%
	3. Tamil Language	1 and ½ hours	100	40%
	4. English Language	1 and ½ hours	100	40%

	<i>Question paper</i>	<i>Duration</i>	<i>Total marks</i>	<i>Pass marks</i>
Translator (Sinhala/Tamil)	1. Translation- Sinhala to Tamil	03 hours	100	40%
	2. Translation- Tamil to Sinhala	03 hours	100	40%
	3. Sinhala Language	1 and ½ hours	100	40%
	4. Tamil Language	1 and ½ hours	100	40%

- 25 marks will be given for the practical test and a minimum of 12 marks should be obtained to pass the test.

14.3 Examination Conditions :

- 14.3.1. The application form for this has been published on the official website of the Department of Official Languages (<https://www.languagesdept.gov.lk>) and applications can only be submitted online.
 - 14.3.2. The deadline for online applications is **28th October, 2025 at 2.00 p.m.**
 - 14.3.3. The online application must be filled in English. Incomplete applications will be rejected without notice.
 - 14.3.4. The application so submitted should be printed and the signature of the candidate should be certified by a Principal of a Government School, a Justice of the Peace, a Commissioner of Oaths, a Notary Public, a Commissioned Officer of the Tri-Forces, a Staff Officer in a Permanent Post in the Public or Local Government service or the Viharadhipathi of a Buddhist Temple or a Nayaka Priest or a member of the clergy of high standard in charge of a place of worship of another faith and the applicants who are currently in the public service should have their applications certified only by the Head of the relevant Department/ Institution or by a staff grade officer of the institution authorized by the Head of the institution.
 - 14.3.5. The application so certified must be brought when called for the written examination and it is mandatory to hand it over to the examination supervisor or an authorized officer along with the receipt of payment.
 - 14.3.6. One applicant can apply for only one language category (Sinhala/Tamil or Sinhala English or Tamil/English).
15. *Examination Fee:* The examination fee is Rs 1000/=. Payment of examination fee can be made at any Divisional Secretariat or District Secretariat to be credited to the Revenue Head 2003-99-00 of the Director General, Treasury Operations. The receipt issued for the same should be uploaded while filling the online application. (The original of the copy should be handed over to the supervisor of your examination hall when appearing for the examination and if you do not have the original copy of the receipt, you will have to pay the money again.) The amount paid for the examination will not be refunded for any reason.
16. Admission for the examination :
- Any of the following documents must be submitted to the Examination Supervisor to prove the candidate's identity :-
- (i). Valid National Identity Card issued by the Department of Registration of Persons or;
 - (ii). Valid Passport; or
 - (iii). Valid Sri Lankan Driving License.
17. Punishment for providing false information:
- (i). Candidates should carefully provide the accurate information when filling the application. In accordance with the rules of this examination, if a candidate is revealed to be not qualified, his/ her candidature is liable to be cancelled at any time, before, after or during the examination.

- THILAK NANDANA HETTIARACHCHI,
Commissioner General of Official Languages.

MODEL APPLICATION

For Office Use

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01. Translator (Sinhala/English)
02. Translator (Sinhala/Tamil)
03. Translator (Tamil/English)

(Mention the relevant number)

1. Name:

1.3. Full Name (In Sinhala/Tamil) :.....

[illegible]

2. Address:

- 2.1. Permanent Address :-.....
- 2.2. Official Address :-.....
- 2.3. Official Address (In Sinhala/Tamil)
.....
.....
- 2.4. Address to which the Admission Card should be Posted :-.....
- 2.5. Telephone Number (mobile) :-..... whatsapp No.

Noted. It is mandatory to mention a whatsapp Number.

- 2.6. District of the Candidate's Permanent Residence:-.....
- 2.7. Duration of Residence :-.....
- 2.8. Grama Niladhari Division:-.....

3. 3.1. Gender :- Female -1 Male - 0

(Write the Relevant Number)

3.2. Civil Status :- Married -1 Unmarried - 2

(Write the Relevant Number)

3.1. Date of Birth :- Year Month Date

3.4. Age as at 2025-10-28:- Years Months Days

4. Educational Qualifications:-

4.1. (a). Degree:

(b). Year in which the degree was obtained, and the University:

(c). Subjects followed for the degree:

4.2) GCE (A/L)

i. Year and Month of the Examination:

ii. Index No:

iii. Results:

<i>Subjects</i>	<i>Grade</i>

4.3) GCE (O/L)

- i. Year and Month of the Examination:
ii. Index No.:
iii. Results:

<i>Subject</i>	<i>Grade</i>	<i>Subject</i>	<i>Grade</i>

5. Have you ever been convicted guilty by any court of law?
(Mark ✓ in the relevant cage)

Yes ☐

If yes, details.....

6. Certification by the candidate

I hereby declare that the information furnished by me is true and correct to the best of my knowledge and further, I agree with any decision made to cancel my candidature during, before or after the examination, if I am found to be unqualified, in accordance with the conditions of this recruitment examination.

.....
Date

.....
Signature of the Candidate

(Private Applicants)

Attestation of the Signature

I hereby certify that, Who has forwarded this application is personally known to me and he/she has placed his/her signature in my presence.

.....
Date

Signature of the Attester
Name
Post
Official Stamp

(For those who are already in the Public Service)

Certification of the Head of the Department

I hereby certify that Mr./Mrs./Mrs.has been serving in this office since and that his/her work and conduct have been consistently satisfactory and that I have personally verified all the above

information with the records of this office and that they are correct and that he/she signed in my presence on..... 2025. He/she may/may not be released from service if selected.

.....

Date

.....

Signature of the Head of the Department

Name

Post

(Official Stamp)

(Paste receipt here)

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For Office Use	
Details of the payment of examination fees	
NIC No.	
Application No.	
Date of payment	
Name of the Examination	
Examination Fees	
