

# Scheme of Recruitment for the Post of Provincial Translator Service Northern Province

## 01. Effective Date

This Scheme of Recruitment shall come into force with effect from 01st January, 2018 without prejudice to any action taken or purported to have been taken in terms of the earlier Service Minutes dated 14.01.2010 in this regard and this Scheme of Recruitment is to be substituted in lieu of the previous service minute in this respect and approved by Hon. Governor of Northern Province on 14.01.2010.

## 02. Related Institutions

- |   |                            |                  |
|---|----------------------------|------------------|
| 2.1. Provincial Public Service Commission, NP                   | Ref.No. NP/07/MN/TR        | Date:            |
| 2.2. Recommendation of the National Pay Commission              | Ref.No: NSCC/10/74/6/SR-II | Date: 31.07.2017 |
| 2.3. Recommendation of the Provincial Public Service Commission | Ref.No.                    | Date:            |
| 2.4. Approval by the Hon. Governor, NP                          | Ref.No.                    | Date:            |

## 03. Appointing Authority:

Authority to whom the powers have been delegated by the Hon. Governor of Northern Province as per the Governor's Memorandum - 2013/01 dated 2013.08.07 and subsequent amendments thereto.

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## 04. Particulars on Category of Service :

- 4.1 Category of Service :- Field/Based Officer Segment – I
- 4.2 Title of Post :- Translator
- 4.3 Grades :- Grade II and Grade I
- 4.4 General definition on the role assigned :-

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Northern Province

This is a category of service requiring a degree from a recognized university with post graduate qualifications or other equivalent proficiency or professional skills as minimum basic educational eligibility at recruitment in order to perform the respective duties of specified nature being of liner assistance to the functions of the executives and Head of Departments of the institutions under their direct supervision.

05. Nature of the Post : Permanent and Pensionable

06. Definition

- 6.1 The term “Scheme of Recruitment” shall mean the Scheme of Recruitment of the Provincial Translator’s Service in the Northern Provincial Council.
- 6.2 The term “Service” shall mean Provincial Translator’s service of the Northern Provincial Council.
- 6.3 The term “Appointing Authority” shall mean the Authority to whom the powers have been delegated by the Hon. Governor of Northern Province as per the Governor’s Memorandum - 2013/01 dated 2013/08/07 and subsequent amendments thereto.
- 6.4 The term “Hon. Governor” shall mean the Governor of Northern Provincial Council.
- 6.5 The term “Chief Secretary” shall mean the Chief Secretary of Northern Provincial Council.
- 6.6 The term “Commission” shall mean the Provincial Public Service Commission of the Northern Province.
- 6.7 The term “Period of Satisfactory Service” shall means a period during which a public officer has earned all the salary increments by efficient and diligent discharge of his duties, by passing over the efficiency bars due on him on the prescribed dates and by fulfilling the qualifications required for his conformation and has not committed any punishable offence.
- 6.8 The term “Period of Active Service” shall means a period of service during which an officer has actually engaged himself in duties receiving the salaries pertaining to his post. All periods of no pay leave other than the government approved maternity leave will not be reckoned for the purpose of the period of active service.
- 6.9 The term “Due Date” Means the date on which the respective Efficiency bar is due to be passed over. In grade promotions, officer who pass over their efficiency bar on or before the due date are entitled to have promotions as set out in the scheme of recruitment. The date of promotion of officers who do not pass over their efficiency bars on due date should be deferred by a period equivalent to the amount of the time they spent being belated for passing over of such Efficiency bars.

07. Salary Structure

7.1 Monthly Consolidated Salary Scale

Salary code : MN 6 - 2016

Salary Scale : Rs. 36,585 -10x660-11x755-15x930- Rs.65,440/=

7.2 Initial salary step pertaining to grade system:

Grade	Initial Salary Step	Initial Salary Point
II	Step 1	Rs. 36,585/=
I	Step 12	Rs.43,940/=

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## 08. Post associated with the Category of Service :-

### 8.1 Approved titles of posts, approved cadre and the duties assigned

Approved title of Posts	Grade for which the Post is approved	Approved Cadre	Salary Code (according to the P/A Circular (03/2016))	Duties
Translator	II/I	17	MN 6 - 2016	Translation of constructed legal drafts (Acts and Amended Acts) and amended supportive laws in to a prescribed language, Translation of official documents into a prescribed language and duties assigned by the head of department based on the post. Wise verse translation Tamil to English and English to Tamil, Sinhala to English and English to Sinhala, Sinhala to Tamil and Tamil to English.

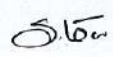
### 8.2 Consolidated number of officers: - 17 (For the purpose of combined cadre)

## 09. Terms and Conditions

- 9.1 Contribution to the Widows' and Orphans' pension schemes or to the widowers' and orphans' pension schemes will be on the basis of circulars issued from time to time by the Director General of Pensions, Department of Pensions, Sri Lanka.
- 9.2 The condition prescribed in section 10:6 to 10:6:4 and section 12 of chapter II of the Establishment Code and General condition for appointment in the public service advertised in the Gazette of the Democratic Socialist Republic of Sri Lanka are applicable.
- 9.3 For the purpose of recruitment, employment in service, disciplinary and other establishment matters, the provisions of Establishments Code / Provisions made by Public Service Commission shall be applicable.
- 9.4 The officer will be subject to the rules, regulations, orders and procedures enacted by the Public Service Commission for the Public Service. Similarly, officer will be subjected to the financial regulations, the provisions of Establishment code, conditions stipulated in the Procedural rules of and the provisions, Financial Regulations and Other Government regulations, circulars, instructions and amendments issued thereto from time to time.

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9.5 An officer appointed to Grade II of the Service shall be subject to a probation period of three (3) years and at the end of such period he shall be confirmed in the service, if his/her works, conduct and attendance are satisfactory and if he/she has passed the First Efficiency Bar Examination.

9.6 All officers are subjected to transfers and are liable to serve in any part of the Northern Province.

## 10. Method of Recruitment

10.1 Recruitment Ratio:

10.1.1.1

Stream	Percentage
Open	100%

10.2 Recruitment under Open Stream

10.2.1. Grade of Recruitment: Grade II

10.2.1.1 Eligibility

10.2.1.1.1 Educational Qualifications

### Translator (Tamil - English)

i) Having obtained a degree qualified in Tamil Language/English Language as a subject, from a University recognized by the University Grants Commission.

**and**

a) Having obtained a Credit pass for the English Language / English literature at G.C.E (O/L) examination, by the applicants, those who are qualified in Tamil Language as a subject of the degree, or having obtained a credit pass for Tamil Language/ Tamil literature at G.C.E (O/L), by the applicants those who are qualified in English Language as a subject of the degree.

**or**

b) Having obtained a minimum of ordinary pass for English language as a main subject at G.C.E. (A/L), examination, by the applicants those who are qualified in Tamil Language as a subject of the degree or having obtained a minimum of ordinary pass for Tamil Language at G.C.E (A/L) examination by the applicants those who are qualified in English Language as a subject of the degree.

**OR**

i) Having obtained a degree qualified in "Translation Studies" as a subject, from a University recognized by the University Grants Commission.

**and**

a) Having obtained a credit pass for English language/ English Literature at G.C.E (O/L) examination and having obtained a credit pass for Tamil Language and Literature at G.C.E (O/L) examination.

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or

- b) Having obtained a minimum of ordinary pass for English language at G.C.E (A/L) examination and having obtained a minimum of ordinary pass for Tamil Language at G.C.E.(A/L) examination.

**Translator (Sinhala – English)**

- i) Having obtained a degree with Sinhala Language or English Language as a subject, qualified from a University recognized by the University Grants Commission.

and

- a) Having obtained a Credit pass for the English Language/English Literature at G.C.E.(O/L) examination, by the applicants, those who are qualified in Sinhala Language as a subject of the degree or having obtained a credit pass for Sinhala Language and literature at G.C.E.(O/L), by the applicants those who are qualified in English Language as a subject of the degree.

or

- b) Having obtained a minimum of ordinary pass for English language at G.C.E.(A/L) examination by the applicants those who are qualified in Sinhala Language as a subject of the degree or having obtained a minimum of ordinary pass for Sinhala Language at G.C.E.(A/L) examination by the applicants those who are qualified in English Language as a subject of the degree.

OR

- ii) Having obtained a degree qualified in "Translation Studies" as a subject, from a University recognized by the University Grants Commission.

and


- a). Having obtained a credit pass for English language or English Literature and having obtained a credit pass for Sinhala Language and Sinhala Literature at G.C.E.(O/L) examination.

or

- b). Having obtained a minimum of ordinary pass for English language at G.C.E.(A/L) examination and having obtained a minimum of ordinary pass for Sinhala Language at G.C.E.(A/L) examination

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OR

iii). Having obtained the final degree (Pandit) from Sri Lanka Oriental Language Promotion Society.

and

a). Having obtained a Credit pass for English language/English Literature at G.C.E.(O/L) examination.

or

b). Having obtained a minimum of ordinary pass for English language at G.C.E.(A/L) examination.

**Translator (Sinhala - Tamil)**

i) Having obtained a degree with Sinhala Language and /Tamil Language as a subject, qualified from a University recognized by the University Grants Commission.

and

a) Having obtained a Credit pass for the Sinhala Language and Literature at G.C.E.(O/L) examination, by the applicants, those who are qualified in Tamil Language as a subject of the degree or having obtained a credit pass for Tamil Language and literature at G.C.E.(O/L), by the applicants those who are qualified in Sinhala Language as a subject of the degree.

or

b) Having obtained a minimum of ordinary pass for Sinhala language at G.C.E (A/L) examination by the applicants those who have qualified in Tamil Language as a subject of the degree or having obtained a minimum of credit pass for Tamil Language at G.C.E (A/L) examination by the applicants those who are qualified in Sinhala Language as a subject of the degree.

OR


ii) Having obtained a degree qualified in "Translation Studies" as a subject, from a University recognized by the University Grants Commission.

and

a) Having obtained a credit pass for Sinhala language and Literature at G.C.E (O/L) Examination and having obtained a credit pass for Tamil Language and Literature at G.C.E.(O/L) examination.

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or

- b) Having obtained a minimum of ordinary pass for Sinhala language at G.C.E.(A/L) examination and having obtained a minimum of ordinary pass for Tamil Language at G.C.E.(A/L) Examination.

OR

- iii) Having obtained the final degree (Pandit) from Sri Lanka Oriental Language Promotion Society.

and

- a). Having obtained a Credit pass for Tamil language at G.C.E.(O/L) examination.

or

- b). Having obtained a minimum of ordinary pass for Tamil language at G.C.E.(A/L) examination.

10.2.1.1.2 Experience : Not applicable.

10.2.1.1.3 Physical fitness

Every applicant should be physically and mentally fit to serve in any part of the Northern Province and to discharge duties of the post.

10.2.1.1.4 Age

10.2.1.1.4.1 Minimum Age Limit : Not less than 21 Years

10.2.1.1.4.2 Maximum Age Limit : Not more than 35 Years

10.2.1.1.5 Other Qualifications

- i. The candidate should be a citizen of Sri Lanka.
- ii. Candidate should have had at least three (03) years of continuous permanent residence in the Northern Province within the six years immediately prior to the date of closing of applications. (Voters list should be submitted to prove the permanent residence.)

or

Applicant or his/her parents should have been born in the Northern Province and should have had at least five years of continuous permanent residence in the Northern Province within the six years immediately prior to the date of closing of applications. (Voters list should be submitted to prove the permanent residence.)

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iii. Candidates should have an good moral character.

iv. Should have completed all qualifications in such manner which are required for the recruitment to the post mentioned in 10.2.1.1 on the prescribed date as per the public notification / Gazette.

#### 10.2.1.2 Method of Calling Application

Applications for recruitment shall be called by an advertisement in the Government Gazette or by a public notification (newspaper) or in the website or any other appropriate manner by Secretary, Provincial Public Service Commission, Northern Province.

#### 10.2.1.3. Method of Recruitment

Recruitment shall be made through a Written Open Competitive examination and General Interview. Candidates will be selected for appointments in the merit order of the aggregate marks (a candidate will be required to obtain a minimum of 40 percent of marks in each paper) depending on the number of existing vacancies.

#### 10.2.1.3.1 Written Examination : (Annexure D)

10.2.1.3.1.1 Authority for conducting Examination: Secretary, Provincial Public Service Commission, NP

#### 10.2.1.3.2 General Interview :

Selected candidates from the results of the open competitive examination will be summoned for an interview to examine their certificates and other required requirements.

10.2.1.3.2.1 Authority appointing the board of the General Interview: Appointing Authority

10.2.1.3.3 Structured Interview: Not Applicable

10.2.1.3.4 Trade test : Not Applicable

10.3 Recruitment under Limited Stream : Not Applicable

10.4 Recruitment on merit : Not Applicable

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10.4 Recruitment on merit

: Not Applicable

## 11. Efficiency Bar

### 11.1 Efficiency Bar

Efficiency Bar Examination	At what point the officer is required to pass the Efficiency Bar Examination	Nature of the Efficiency Bar Examination - Written test/ Trade Test / Certificate courses/others
1 <sup>st</sup> Efficiency Bar Examination	Before the lapse of three years (03) from the date of appointment to Grade II	Written examination (Annexure II)
2 <sup>nd</sup> Efficiency Bar Examination	Before the lapse of three years (03) from the date of promotion to Grade I	Written examination (Annexure III)

11.2 Efficiency Bar Examination will be conducted by the Provincial Public Service Commission, Northern Province

11.3 How often the Efficiency Bar examination is conducted: - Twice a year

## 12. Language Proficiency

Language	Proficiency to be acquired
Official Language	Officers who were recruited in a language medium other than an official language shall acquire proficiency in one of the Official languages during the probation period.
Other Official Language	Shall acquire relevant proficiency at required level as per the provisions in Public Administration Circular 01/2014 and Subsequent Circulars.

## 13. Grade Promotions:

### 13.1 Promotion from Grade – II to Grade I:-

#### 13.1.1 Qualifications to be satisfied:

- i. Should have been confirmed in the appointment.
- ii. Should have completed at least Ten (10) years of active and satisfactory service in Grade II of the officer category of service and earned Ten (10) salary increments.

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- iii. Should have shown a satisfactory or higher level of performance during a period of Ten (10) years immediately prior to the date of promotion as per the approved procedure of performance appraisal;
- iv. Should have completed Five (05) years of satisfactory service immediately before the date of promotion.
- v. Should have gained the prescribed level of proficiency in the other official language.
- vi. Should have passed the respective Efficiency Bar Examination on the due date.

#### 13.1.2 Method of Recruitment:-

When the request has been made in the prescribed form to the Appointing Authority by the officers who meet with necessary qualification, the Appointing Authority will grant such officers the promotion to Grade I with effect from the date they become eligible for such promotion, subsequent to the scrutiny of their qualifications.

#### 14. Assignment of Duties


Assignment of duties shall not be made on grade basis and the Head of the Department shall assign any duty from among the duties assigned to this service category, to an officer in any grade on the service requirement and on the basis of seniority and skills.

#### 15. Matters not provided


Matters not provided for in this Scheme of Recruitment shall be determined by the Hon. Governor, Northern Province.

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Northern Province

  
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Deputy Chief Secretary  
Office of the Deputy Chief Secretary - Administration  
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Recommended and forwarded

  
**S. Mohanathan**  
Deputy Chief Secretary - Administration,  
Northern Province.


**Mrs. S. Mohanathan**  
Deputy Chief Secretary  
Office of the Deputy Chief Secretary - Administration  
Northern Province

Date: 01.08.2018

**Hon. Governor,  
Northern Province**

Province Public Service Commission has recommended this Scheme of Recruitment for the Translator's Service in Northern Province. (Pages 1-18 including Annexures).


Submitted for your honour's approval please.

  
Secretary,  
Provincial Public Service Commission,  
Northern Province.

**A. Sivabalasundran**  
Secretary  
Provincial Public Service Commission  
Northern Province

Date: 02.08.2018

Approved

  
Reginald Cooray  
Governor,  
Northern Province.

Date: 09.08.2018

**Reginald Cooray  
Governor  
Northern Province**

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Provincial Public Service Commission  
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## Annexure I

**01. Name of the Examination: ,**

Open Competitive Examination for recruitment to the post of Translators (Sinhala - English, Tamil - English, and Sinhala - Tamil)

**02. Particulars of the Examination: A Written Examination**

	<i>Subject Field</i>	<i>Time</i>	<i>Total Marks</i>	<i>Passable Marks</i>
<b>Translator (Sinhala-English)</b>	1. Translation - Sinhala to English Translation	3 hours	100	40
	2. Translation - English to Sinhala Translation	3 hours	100	40
	3. Sinhala Language	1½ hours	100	40
	4. English Language	1½ hours	100	40
<b>Translator (Tamil-English)</b>	1. Translation - Tamil to English Translation	3 hours	100	40
	2. Translation - English to Tamil Translation	3 hours	100	40
	3. Tamil Language	1½ hours	100	40
	4. English Language	1½ hours	100	40
<b>Translator (Sinhala-Tamil)</b>	1. Translation - Sinhala to Tamil Translation	3 hours	100	40
	2. Translation - Tamil to Sinhala Translation	3 hours	100	40
	3. Sinhala Language	1½ hours	100	40
	4. Tamil Language	1½ hours	100	40

**03. Authority for conducting the Examination:** Secretary, Provincial Public Service Commission, NP

**04. How often will Examination be held:** As and when vacancy occur

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05. Syllabus of the Examination :

	Subject Field	Syllabus
<b>Translator (Sinhala-English)</b>	1. Translation - Sinhala to English Translation	Translate 03 passages selected from administrative, legal, scientific, technological, aesthetics, literature and religious documents from Sinhala language medium into English language medium
	2. Translation - English to Sinhala Translation	Translate 03 passages selected from administrative, legal, scientific, technological, aesthetics, literature and religious documents from English language medium into Sinhala language medium
	3. Sinhala Language	Essay writing, précis writing, summarizing a given passage with own words, sentence writing using given words, grammar correcting mistakes, defining idioms, spellings.
	4. English Language	Essay writing, sentence writing using given words, defining idioms, analyzing composite and complex phrases.
<b>Translator (Tamil-English)</b>	1. Translation - Tamil to English Translation	Translate 03 passages selected from administrative, legal, scientific, technological, aesthetics, literature and religious documents from Tamil language medium into English language medium.
	2. Translation - English to Tamil Translation	Translate 03 passages selected from administrative, legal, scientific, technological, aesthetics, literature and religious documents from English language medium into Tamil language medium.
	3. Tamil Language	Essay writing, précis writing, summarizing a given passage with own words, sentence writing using given words, grammar correcting mistakes, defining idioms, spellings.
	4. English Language	Essay writing, sentence writing using given words, defining idioms, analyzing composite and complex phrases.

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<b>Translator (Sinhala-Tamil)</b>	3. Translation - Sinhala to Tamil Translation	Translate 03 passages selected from administrative, legal, scientific, technological, aesthetics, literature and religious documents from Sinhala language medium into Tamil language medium.
	4. Translation - Tamil to Sinhala Translation	Translate 03 passages selected from administrative, legal, scientific, technological, aesthetics, literature and religious documents from Tamil language medium into English language medium.
	3. Sinhala Language	Essay writing, précis writing, summarizing a given passage with own words, sentence writing using given words, grammar correcting mistakes, defining idioms, spellings.
	4. Tamil Language	Essay writing, sentence writing using given words, defining idioms, analyzing composite and complex phrases.

**Note:** Marks will be deducted for bad hand writing and spelling mistakes. A candidate whose handwriting is illegible is liable to be disqualified.

### Annexure II

#### EFFICIENCY BAR EXAMINATION FOR AN OFFICER APPOINTED TO GRADE II OF THE TRANSLATORS' SERVICE

- Name of the Examination:** Efficiency Bar Examination for officers in Grade II of Translators' Service.
- Particulars of the Examination:** A written examination

Subject and Syllabus	Time	Total Marks	Passable Marks
01. Translation skill	02 hour	100	40
02. Basic knowledge in Establishment Code, Financial Regulations.	02 hour	100	40
03. Computer Test	1 ½ hours	100	40

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**Note** -Officers who have obtained Computer Driving License awarded by National Apprentice and Technical Training Authority/ a degree in Computer Science recognized by the University Grants Commission /Proficiency Level at NVQ 4 or above from an institution approved by the Tertiary Education and Vocational Education Commission shall be exempted from the above computer test.

3. Authority for conducting the examination : Secretary, Provincial Public Service Commission, NP.

4. How often will Efficiency Bar Examination are held: Twice a year.

Subject	Syllabus
01. Translation skill	<p>(i). For Translator (Sinhala – English)</p> <p>a) Translating a part of an ordinance/ Parliament act/Provincial Council statute in Sinhala to English.</p> <p>Translating a part of a ordinance/Parliament act/ Provincial Council statute in English to Sinhala.</p> <p>b) Given a Sinhala part of a ordinance/parliament act/Provincial Council statute with its English translation which includes some errors, the applicant should correct and rewrite the English Translation by comparing with the Sinhala one.</p> <p>Given an English part of a ordinance/parliament act/Provincial Council statute with its Sinhala translation which includes some errors, the applicant should correct and rewrite the Sinhala Translation by comparing with the English one.</p> <p>c).Translating some English quotations and legal terms in parliament acts in Sinhala language by using words that are currently used in parliament acts.</p> <p>Translating some Sinhala quotations and legal terms in parliament acts in English language by using words that are currently used in parliament acts.</p> <p>d).Correcting the grammatical errors in Sinhala language correcting the grammatical errors in English language.</p> <p>ii). For Translator (Tamil – English)</p> <p>a). Translating a part of a ordinance/parliament act/ Provincial</p>

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Council statute in Tamil to English.

Transiting a part of a ordinance /parliament act/Provincial Council statute in English to Tamil.

- b). Given a Tamil part of a ordinance /parliament act/Provincial Council statute with its English translation which includes some errors, the applicant should correct and rewrite the English Translation by comparing with the Tamil one.

Given a English part of a ordinance /parliament act/Provincial Council statute with its Tamil translation which includes some errors, the applicant should correct and rewrite the Tamil Translation by comparing with the English one.

- c). Translating some English quotations and legal terms in parliament acts in Tamil language by using words that are currently used in parliament acts.

Translating some Tamil quotations and legal terms in parliament acts in English language by using words that are currently used in parliament acts.

- d). Correcting the grammatical errors in Tamil language.

Correcting the grammatical errors in English language.

**iii). For Translator (Sinhala – Tamil)**

- a). Translating a part of a ordinance/ Parliament act/ Provincial Council statute in Sinhala to Tamil.

Translating a part of a ordinance/ Parliament act/ Provincial Council statute in Tamil to Sinhala.

- b). Given a Sinhala part of a ordinance /parliament act/Provincial Council statute with its Tamil translation which includes some errors, the applicant should correct and rewrite the Tamil Translation by comparing with the Sinhala one.

Given a Tamil part of a ordinance /parliament act/Provincial Council statute with its Sinhala translation which includes some errors, the applicant should correct and rewrite the Sinhala Translation by comparing with the Tamil one.

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	<p>c). Translating some Tamil quotations and legal terms in parliament acts in Sinhala language by using words that are currently used in parliament acts. /</p> <p>Translating some Sinhala quotations and legal terms in parliament acts in Tamil language by using words that are currently used in parliament acts.</p> <p>d). Correcting the grammatical errors in Sinhala language.</p> <p>Correcting the grammatical errors in Tamil language.</p>
02. Basic knowledge in Establishment Code, Establishment Procedural Regulation and Financial Regulations	<p>(i). Chapter VI, VII, VIII, XII, XIV, XVII, XIV, XXIV of Volume 1 of the Establishment Code.</p> <p>(ii). Establishment Procedural Rules.</p> <p>(iii). Chapters IV, V, VI, IX of Financial Regulations.</p>
03. Computer Test	<p>(i) Basic concepts of Information Technology</p> <p>(ii) Windows Operating System</p> <p>(iii) Folder Management</p> <p>(iv) Word Processing Basic skills, screen familiarization, editing texts, Aligning text, fonts and attributes, indenting, paragraphs, sub paragraphs, change of line spacing, Tab setting, finding and replacing text, spelling and grammar, thesaurus, working with columns, page setup, printing documents, creating tables, Sorting texts, file management, mail merging, working with macros.</p> <p>(v) Spread sheets Basic skills formatting editing columns and ranges, insertion and deletion, sorting data, creating charts, printing, function, working with macros, file management.</p> <p>(vi) Internet and Email Introduction to internet, Basic Skills - receiving mail, sending mail, responding to mails, working with attachments, creating and using nicknames, composing messages.</p>

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Northern Province

**Annexure III**

**EFFICIENCY BAR EXAMINATION FOR AN OFFICER APPOINTED TO GRADE 1 OF THE TRANSLATORS' SERVICE**

1. **Name of the Examination:** Efficiency Bar Examination for officers in Grade I of Translators' Service.
2. **Particulars of the Examination:** A written examination

Subject and Syllabus	Time	Total Marks	Passable Marks
<b>Paper 1</b> Translation of - (i) A passage of general interest: and Extract from - (a) An official document or report; and (b) A newspaper article or report in one of the following manners: (i) From Sinhala to Tamil (ii) From Sinhala to English (iii) From Tamil to English	3 hour	100	40
<b>Paper 2</b> Translation of - (i) A passage of general interest; and (ii) Extract from - (a) An official document or report (b) A newspaper article or report in one of the following manners: (i) From Tamil to Sinhala (ii) From English to Sinhala (iii) From English to Tamil	3 hour	100	40

04. **Authority for conducting the Examination:** Secretary, Provincial Public Service Commission, NP.

05. **How often will Efficiency Bar Examination are held:** Twice a year.

"A"

**Specimen Application for Promotion of Officers in Grade II of Northern Provincial  
Translator Service to Grade I**

***Part I - (Should be completed by the officer)***

- 1. (a) Name with initials :
- (b) Names denoted by the initials:
- (c) Previous names: (in the event of a change of name only):
- 2. Date of birth:
- 3. National Identity Card No. :
- 4. Date of the first appointment to the service:
- 5. Number of the letter of appointment issued by the Office of the Deputy Chief Secretary  
Administration, Northern Province :
- 7. Present place of work and its address:
- 8. Date on which the appointment was confirmed:
- 9. Date of passing the Efficiency Bar Examination:
- 10. Date of completed level of proficiency in the other official language
- 11. Date on which the 10 years of service completed:

I .....hereby certify that all information furnished by me above, are true and correct. I am fully aware that if the particulars furnished by me are found to be incorrect, my claim for promotion Grade I in terms of this Minute is liable to be disregarded and disciplinary action is liable to be taken against me.

.....  
Date

.....  
Signature of the officer

Part II

Certificate of the Secretary to the Ministry/ Head of the Department

Mr. / Mrs. / Miss. ....

- 1. Date of completion of 10 years in Grade II of Provincial Translator Service.
- 2. Has earned all the salary increments during the 10 years.
- 3. Has proved a performance at average level or above during the 10 years immediately preceding the date of promotion according to the approved performance evaluation procedure.

4. (i) Date of passing the efficiency bar examination:

Subject	Index number	Date of the examination
Translation Skills	.....	.....
Basic knowledge in EB & FR	.....	.....
Computer Test	.....	.....

(ii) The officer has/ has not fulfilled the requirement of proficiency of the other language.

5. (i) If no pay / half pay leave has been taken, the period/ number of days:  
(From the date of appointment/ promotion to Grade II of Provincial Translator Service)

(ii) If any punishment/ punishments (other than warning) have been imposed, give a brief account: (Indicate the reference number)

(iii) If any disciplinary is proceeding against the officer and do not intend to take any disciplinary action in the future.

6. If the officer has been released for service at a Corporation or other Statutory Board, period of such service:

I endorse that as at .....the officer has completed a period of 5 years of active service in Grade II of the service, that he/she has a period of satisfactory service, that all the foregoing particulars are correct according to the personal file and that he has fulfilled all qualifications for promotion to Grade I of the service.

Signature of the Head of the Institution  
Name:  
Designation:  
(Official Stamp)

Date .....