

Implementation of Official Language Policy and Payment of Incentives for Officers of Public Corporations, Statutory Bodies, State Banks and Fully Owned Government Companies

**Department of Official Languages**  
**Official Language Proficiency Oral Test**  
**Sinhala/Tamil Level I, II, III, IV**

In accordance with the implementation of the Official Language Policy and payment of incentives for officers of Public Corporations, Statutory Bodies, State Banks and Fully Owned Government Companies as per Paragraph 8.1 of the Management Service Circular No. 1/2023 issued on 19/01/2023 in relation to implementing the Official Language Policy and as per the provisions of Management Service Circular No. 4/2014, arrangements have been made to give one opportunity to the officers who meet one of the following written qualifications to sit for the oral test in order to complete their proficiency in the other official language.

- I. Passing the Official Language Proficiency Written Test or
- II. Pass in Sinhala/Tamil Language and Literature at the GCE (O/L) Examination or
- III. III Pass in Sinhala / Tamil Second Language at the GCE (O/L) Examination

02. Accordingly, applications are hereby invited from the public officers who have met the relevant written qualifications for the Official Language Proficiency Oral Test.

03. The model application form related to this is available on the Department of Official Languages website [www.languagesdept.gov.lk](http://www.languagesdept.gov.lk). Only online applications will be accepted. Applications must be submitted in English language only. The closing date for submission of applications is 30.05.2023.

04. Every officer applying for the examination should pay the following examination fee according to their level.

Level I – Rs. 1000.00

Level II – Rs. 700.00

Level III – Rs. 500.00

Level IV – Rs. 300.00

The examination fee should be credited to “Account No. 7041541, the Commissioner General of Official Languages, Bank of Ceylon, Rajagiriya” from any Bank of Ceylon branch located in the country, and the title Oral Test- 2023 should be mentioned along with the National Identity Card number of the applicant in the space where the name and address should be

written of the depositor in addition to the name and address. Also, the receipt of the payment should be kept with the applicant in order to provide at the examination.

05. Instructions to complete the application

- 1) District - Depending on the number of applications on health reasons, this oral test may be organized at the provincial level, so please indicate the district of your official address in the relevant box.
- 2) The written qualifications fulfilled for the examination, the language applied for and the level applied for the oral test must be correctly stated, and the information mentioned in the application form must not be changed later for any reason.
- 3) The application should be completed in English Block Letters.
- 4) Telephone number in the application - As some information related to this test may be communicated over the phone through text messages; you should mention a mobile phone number which can be easily contacted.
- 5) The details regarding the written qualifications should be mentioned in the application which is relevant to sit for the oral test of the Official Languages Proficiency. A copy of the result sheet related to such information which is certified by the Head of the Institution or any other officer authorized by the Head of the Institution should be submitted at the examination.
- 6) It is mandatory to submit the payment receipt related to the examination at the oral examination.

06. Applications which do not comply with the above instructions and model application form, or which are incomplete or received after the closing date will be rejected without any notice. As this is the last oral test conducted as per the above circular, requests for oral tests hereafter will also be rejected without any notice.

07. The final decision on all matters related to this test rests with the Commissioner General of Official Languages.

08. In the event of any inconsistency between the Sinhala, Tamil and English texts of this announcement the Sinhala text shall prevail.

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10/02/2023