

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 vacancy in the Official Languages Commission.

S/No.	Post	No. of Vacancies
01	Language Promotion and Investigating Officer	06

01. Language Promotion and Investigating Officer

Educational Qualifications

- I. Should possess a Degree in Human Resources Management, Social Science or Languages obtained from a recognized University.
- II. Should have experience in Administration, Co-ordination and Investigation.
- III. Computer Literacy.

Additional Qualifications relevant to the post

- I. Knowledge in all three languages i.e. Sinhala, Tamil and English.
- II. Information Technology / Law
- III. Journalism / Mass Media
- IV. Project Management
- V. Skills in translation will be an added qualification.

Age Limit:

Should not be less than 22 years and not more than 45 years of age as at 02.04.2019 and the upper age limit shall not apply to the internal applicants.

General Information

- ❖ Should be a citizen of Sri Lanka
- ❖ Should possess a good physical and mental fitness necessary to serve in any part of the Island as well as to Perform the duties and functions assigned to the post.
- ❖ Should possess an excellent character

Salary Scales

- 1. Language Promotion and Investigating Officer (36850-10x755-15x930-5x1135-64025)
(Salaries will be paid as per the Management Services Department circular No. 2/2016 - Schedule II, with effect from 01.01.2020)

These posts are permanent and appointees will contribute to the Employees' Provident Fund ie: 12% from the employer and 8% from the employee. The Commission will contribute 3% to the Employees' Trust Fund.

An employee who is appointed to a post will be on probation for a period of 03 years. If his/her performance and conduct is satisfactory during the period of probation and on completion of the first Efficiency Bar Test, he/she will be confirmed in the post at the end of the period of probation.

Applications from Officers in the Public Service, Provincial Public Service, Statutory Boards and Corporations should be forwarded through their respective Heads of Departments / Institutions,

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

Applications

Application should be prepared in accordance with the specimen application of this notification and sent to the Chairman, Official Languages Commission, "R" Floor, No. 40, Buthgamuwa Road, Rajagiriya, on or before 02.04.2019.

The post applied for should be indicated on the top left-hand corner of the envelope, containing 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.

Chairman

Official Languages Commission
"R" Floor, No 40, Buthgamuwa Road,
Rajagiriya.

Dated on this 17th March, 2019

OFFICIAL LANGUAGES COMMISSION

Application Form for the Post of

(For Office use only)

01. Name of the Applicant:
- 1.1 Name with Initials: (Eg. SILVA C.B.)
 - 1.2 Name denoted by initials (in English block letters):
 - 1.3 Name in Full (in Sinhala Language):

02. Address:
- 1.1 Permanent address:
 - 1.2 Official Address (if any):
 - 1.3 Telephone Number (Official) : (Private) :

03. Identity Card No.:

04. Sex: Male 1
Female 2
(Indicate the relevant number in the cage)

05. Age (A copy of Birth Certificate to be annexed)
- 1.1 Date of Birth:
Year Month Date
 - 1.2 Age as at 02.04.2019
Years Months Days

06. Marital Status:

07. Nationality:

08. Medium: Sinhala
Tamil

09. Educational Qualifications (Copies of certificates to be annexed):

(i) G.C.E. (O/L) Year:

No.	Subject	Grade	No.	Subject	Grade
1.			6.		
2.			7.		
3.			8.		
4.			9.		
5.			10.		

(ii) G.C.E. (A/L) Year:

No.	Subject	Grade
1.		
2.		
3.		
4.		

(iii) Degree:

Name of the Degree and the University	Year	Class	Subjects

(iv) Diploma:

Name of the Diploma and Awarding Institute	Year	Class	Subjects

(v) Any other Courses followed:

Name of the Course	Name of the Organization	Course Period

10. Experience (Copies of certificates to be annexed):

Designation	Organization	Period	Reason for Leaving

11. Details about language skills (Copies of certificates to be annexed):

12. Have you ever been convicted in any offence in the Court of Law? Yes / No (If 'Yes', indicate particulars)

I do hereby certify that the particulars furnished by me in this application are true and accurate to the best of my knowledge. I am aware that if any particulars contained herein are found to be false or incorrect, I am liable to be disqualified if the detection is made before the appointment and to dismissal from service if the inaccuracy is detected after the appointment.

Date:

.....
(Signature of the Applicant)

Certificate of the Head of the Government Department / Ministry / Authority, etc...

I hereby forward the application of Mr. /Mrs. / Miss who is employed in this Department / Ministry / Corporation / Authority Provincial Council as a and his/her work and conduct are satisfactory / not satisfactory. He / she can be released from

Signature of the Head of the Department / Ministry / Corporation / Provincial Council etc...

Name :
Designation :
Address :
Date :
Signature