

My No. 2/9/156/15/1/H(NEW)

Ministry of Public Administration and
Home Affairs,
Independence Square,
Colombo 7, 28th November, 1977.

To: All Secretaries and Heads of
Departments.

Sinhala Proficiency Tests for State Officers!

Reference is requested to paragraphs 3 and 6 of the Public Administration Circular No. 91 dated 11th October, 1974.

2. The Commissioner of Examinations has drawn my attention to unnecessary delays etc. resulting from the present system of calling for applications for the above examination. To avoid this situation it has been decided that in future a separate application should be called from each applicant.

3. Once the Gazette Notification of the Examination is published by the Commissioner of Examinations the applicants should be informed to apply individually for each grade in the specimen form appended. Immediate steps should be taken by Heads of Departments/Institutions to check and certify whether the applications forwarded by those in their Offices/Institutions have been correctly filled in, and to send them direct under registered cover to the Commissioner of Examinations with a covering letter in the form of a schedule prepared according to grades.

4. The Commissioner of Examinations will adopt a suitable procedure instead of the former procedure of releasing results in the Duplicate Entry List.

5. The contents of this Circular should be brought to the notice of all employees in the Departments and Statutory Bodies under your Ministry.

Sgd: V. L. Navaratne
Director of Establishments

Sgd. D. B. I. P. S. Siriwardhana
Secretary,
Minister of Public Administration
and Home Affairs.

Specimen Application Form

Sri Lanka Examinations Department

Sinhala Proficiency (written) Examination for State Officers

For office use only

01. (i) Name (with initials):-

(ii) Names indicated by initials:-

02. Designation and Service:-

03. Official Address for admission cards to be sent:-

04. District:-

05. Department:-

06. Provincial office/ Sub office:-

07. Are you in the combined service coming under the Director,
Combined Services:-

Yes

No

08. Grade applied for:-

(State clearly. Only one grade should be applied for at a time.
The grade applied for shall not be changed under any circumstance)

Signature of Applicant.

Date:-

The above named officer is applying for the examination mentioned above in terms of the Public Administration Circulars No: 74 of 24.10.73 and No: 91 of 11.10.1974. I hereby certify that he is qualified to sit this examination. Further, all the instructions contained in para 3 of the above mentioned Public Administration Circular No: 91 have been followed.

Signature of the Head of the
Dept/Institution.

Designation.

Date:-