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**EXTRAORDINARY**

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**PART 1 : SECTION (I) - GENERAL**

**Government Notifications**

**MINUTE ON THE TRANSLATORS' SERVICE**

THE following Minute on the Translators' Service is published in substitution of the Minute published in the Government Gazette (Extraordinary) No. 249/15 of 14th June, 1983.

C. HATHURUSINGHE  
Secretary  
Public Service Commission

Public Services Commission,  
P.O. Box 500  
Colombo 1, 14th July, 1994.

1. Effective Date - This Minute shall come into force with effect from 01st January, 1992 subject to Section 16 and without prejudice to any action taken or purported to have been taken in terms of the provisions of the Minute on the Translators' Service published in the Gazette Extraordinary No. 249/15 of 14th June, 1983.

2. Definitions:-

“Minute” means this Minute on the Translators' Service.

“Secretary” means the Secretary to the Ministry to which the subject of Public Administration is assigned.

“Service” means the Translators' Service of the Combined Service.

3. Structure and Salary Scale. This service shall consist of officers appointed to Class I and appointed on promotions to special class, with the following salary scales per annum in a cadre as shown in the Annual Estimates (Henceforth recruitments will be made to Class I, Class II will be abolished with the passing of time):-

Special Class	: Rs. 40,800-11 x 1,200 - Rs. 54,000;
Class I	: Rs. 27,000-4 x 600 - 10 x 900-1 x 1,200-Rs. 39,600 (Efficiency Bar Examination before Rs.28,800)
Class II Grade I	: Rs. 25,200 - 13 x 600 - Rs. 33,000;
Class II Grade II	: Rs. 19,680 - 9 x 480 - 8 x 600 - Rs. 28,800

The ratio between the number in Class I and Special Class will be one in Special Class to Six in class I, subject however to -

(a) the promotion prospects of officers in the Translators' Service as on 01.01.1992 not being adversely affected; and

(b) the number of vacancies to be filled being limited, in the case of promotion by competitive examination, to those only who are successful at the examination.

4. Method of Appointment to Class I - (a) Appointments to fill not more than 75% of the vacancies in Class I will be made by the Public Service Commission on the recommendation of the Secretary on the results of an Open Competitive Examination as prescribed by him and to be conducted by the Commissioner of Examinations on his behalf. (Details in Appendix "A")

(b) Appointments to fill not more than 25% of the vacancies in the Class I will be made by the Public Service Commission on the recommendation of the Secretary to the Ministry of Public Administration, from the officers who have completed 6 years in Class II Grade I and passed a qualifying examination of higher standard to be conducted by the Commissioner of Examinations on his behalf. (The period of service in Grade I and II of the former Translators' service will be reckoned for this purpose) (Details in Appendix "B").

(c) The number to be appointed at any one time will be decided by the Secretary.

5. Eligibility- A person is eligible to sit the Open Competitive Examination, if he either-

5 (i) is a citizen of Sri Lanka; and

5 (ii) (a) is a Graduate of a recognized University; or

(b) is an Attorney-at-Law; or

(c) is a holder of Diploma in Commerce of a recognized Technical College or Polytechnic College; or

(d) is a holder of the Advanced national Diploma in Management of the Open University; or

(e) is a holder of the National Diploma in Technology of the University of Moratuwa, together with-

5 (iii) a Credit Pass in the first language and a Credit in the second language at the G.C.E. (O.L) Examination or at an equivalent examination or any acceptable higher qualification in the second language, and has attained the age of 21 years but not the age of 40 years on the last day of the month preceding the month in which the closing date for applications occurs (The upper age limit will not apply to the officers who are holding permanent posts in the Public Service or Provincial Public Service).

Note- If any candidate who has passed any two of the language Sinhala, Tamil and English at the degree examination, is selected he/she will be placed on a salary which is two steps above the initial salary step of the proposed salary scale.

6. Medical Examination- Selected candidate will be required to submit himself to a medical examination by a Government Medical Officer before the date on which he/she is to assume duties. If he/she is not certified as physically fit to serve in any part of the Island the appointment will not take effect.

7. Confirmation- An Officer appointed to Class I of the service on the results of an open competitive examination will be subject to a probationary period of 03 years. If an officer has passed the Efficiency Bar Examination and his work and conduct are satisfactory he will be confirmed in his appointment at the end of probationary period.

8. Efficiency Bar-An officer in Class I should pass the Efficiency Bar Examination before he reaches annual salary point of Rs. 28,800. An officer who has completed 45 years of age will be exempted from the Efficiency Bar Examination on reaching the salary point of Rs. 28,800 (Details in Appendix "E").

9. Method of Application-Method of application and particulars of fees will be published in the Gazette the Democratic Socialist Republic of Sri Lanka.

10. Method of Appointment to Special Class-Appointments to fill not more than 60% of the vacancies in special class will be made by Secretary by granting promotions on the results of a competitive examination to be conducted by the Commissioner of Examinations on behalf of the Secretary as prescribed by him. Any officer who has been confirmed in is appointment and has completed 8 years' satisfactory service in any grade other than new Class II Grade II of the Translators' Service, is eligible to sit the competitive examination for promotion to special class. (Details in Appendix "C")

11. Recommendations will be made to the Public Service Commission by Secretary to fill not more than 40% of the posts in the special class from among those who have reached the maximum of the salary scale attached to the Class I, on the basis of seniority.

12. Method of Application-The method of application will be notified in the Gazette of the Democratic Socialist Republic of Sri Lanka.

13. Language Proficiency-Every officer should comply with the provisions laid down in Chapter IV of the Constitution of the Democratic Socialist Republic of Sri Lanka and other laws and rules that may be enacted from time to time for giving effect to the language policy of the Government.

14. Deployment-An officer of this service is transferable and is liable to be posted/transferred to any office in the Island. Transfers will be made as follows:-

- (a) A transfer between Ministries, by the Secretary of the Public Service Commission.
- (b) A transfer between departments within the same Ministry by the Secretary concerned with intimation to the Secretary of the Public Service Commission.
- (c) A transfer within the same department by the Head of the Department concerned with intimation to the Director of Combined Service.

15. Date of Qualification-(a) The qualifications required should have been completed in every respect before the closing date of applications.

16. Absorption of officers in service into the restructured Translators' Service- Translators in the Government Translators' Service will be absorbed into the new classes and grades of the restructured Translators' Service with effect from 01.01.1992 as follows. Salary conversions will be determined in accordance with the provisions of the Establishments Code;-

- (a) All officers in Class I will be absorbed into the proposed special class:
- (b) Translators who have been absorbed into class II of the present Translators' Service from Grade I of the former Non-graduate Translators' Service and have completed not less than a period of 15 years service (any period of service, if any, in the former Non-graduate Translators' Service will be reckoned for this purpose); or All officers who possess the qualifications referred to in para.05, will be absorbed into the proposed Class I.

- (c) All graduates recruited to the Translator's Service after 14th June, 1983 the date on which the new Minute on the service came into effect will be absorbed into the proposed class 1:
- (d) All other officers in Class II of the former service will be absorbed into the proposed Class II Grade I (Due to be abolished in future as per para. 3 above);
- (e) All other officers in the former Non-graduate Translators' Service, who have not been absorbed into Class II of the service which existed hitherto, will be absorbed into the proposed Class II Grade II (Due to be abolished in future as per para. 3 above).

17. Officers who have been absorbed into Class II Grade II, on completion of 06 years in that grade will be promoted to the Class II Grade I after they pass qualifying examination (Due to be abolished in future as per para. 3 above) Appointments will be made by the Secretary on the results of a qualifying examination to be conducted by the Commissioner of Examinations on his behalf. (Details in Appendix "D").

18. Salary Step-An officer who proves to the appointing authority that he possesses capacity to translate from any one of the three languages to any other of the three languages at a written examination will be granted one increment either in Class I or Special Class and placed on the resulting higher salary step.

19. Matters not provided for-Any matter not provided for in this minute will be determined by the Secretary.

### **Appendix "A"**

#### **PARTICULARS OF THE COMPETITIVE EXAMINATION HELD FOR APPOINTMENT TO CLASS 1 OF THE TRANSLATORS' SERVICE (PARA.04(a))**

Written Examination-Question Papers on the following subjects -

- (1) Translation - 100 marks - 3 hours duration
- (2) English Language- 100 marks - 1 1/2 hours duration
- (3) Sinhala Language- 100 marks - 1 1/2 hours duration
- (4) Tamil Language - 100 marks - 1 1/2 hours duration
- (5) Comprehension - 100 marks - 1 1/2 hours duration

Syllabus-(1) Translation-Translation of difficult passages taken from official, scientific, legal and technical documents, classical literature including extracts from an official document, report or a newspaper article in one of the following manners.

- (i) From Sinhala to Tamil and vice versa.
- (ii) From Sinhala to English and vice versa.
- (iii) From Tamil to English and vice versa.

A very high standard of competence is expected in translation.

English/Sinhala/Tamil Language Papers - For this purpose question papers will be designed in three languages and the candidate should sit for the relevant papers in two languages.

- (2) English Language- An easy, construction of sentences using words to bring out their meaning, explaining the meaning of idioms, analysis of compound and complex sentences into clauses.
- (3) Sinhala Language- A candidate will be required to write an essay, to make a precis, to summaries a given passage in candidate's own words, to construct sentences using words to bring out their meaning, to correct grammatical errors in sentences and to explain the meaning of idioms.
- (4) Tamil Language- A candidate will be required to write an essay, to make a precis, to summarize a given passage in candidate's own words, to construct sentences using words to bring out their meaning, to correct grammatical errors in sentences and to explain the meaning of idioms.
- (5) Comprehension- The comprehension paper will be prepared in Sinhala/Tamil/English three languages and the candidates are allowed to answer the question papers in one of the languages according to their choice.

Candidates will be given, a set of passages. In case of some of the passages, candidate will be presented with a set of alternative statements one of which fits the content of the passage best. He would be required to pick the most appropriate statement. In case of other passages, questions will be set to test the extent to which the candidate is able to grasp the meaning of the passage.

N.B.- Marks will be deducted for bad writing and spelling mistakes. A candidate whose writing is illegible is liable to be disqualified.

A candidate will be required to obtain a minimum of 40 percent in each paper and a higher aggregate of marks to be eligible for appointment.

### **Appendix "B"**

#### **QUALIFYING EXAMINATION FOR APPOINTMENT OF OFFICERS ABSORBED INTO CLASS II GRADE 1 TO CLASS 1 OF THE TRANSLATORS' SERVICE (PARA.04 (b))**

Written Examination - Translation - Two papers of 3 hours each with 100 marks each.

Syllabus - Translation - Translation of an extract taken from a simple official document or report or a newspaper article or report in one of the following manners:-

- (i) From Sinhala to Tamil and vice versa.
- (ii) From Sinhala to English and vice versa.
- (iii) From Tamil to English and vice versa.

A minimum of 40 marks should be obtained for each paper.

## Appendix “C”

### DETAILS OF THE LIMITED COMPETITIVE EXAMINATION FOR APPOINTMENT TO SPECIAL CLASS OF THE TRANSLATORS’ SERVICE (PARA. 10)

Written Examination-Papers on the following subjects -

Paper I	-	Translation	-	100 marks - 3 hours duration
Paper II	-	English Language-		100 marks - 1 1/2 hours duration
Paper III	-	Sinhala Language-		100 marks - 1 1/2 hours duration
Paper IV	-	Tamil Language	-	100 marks - 1 1/2 hours duration
Paper V	-	Comprehension	-	150 marks - 30 minutes paper

Syllabus - (I) Translation- Translation of passage relating to administration, organization, economics, legal and technical subjects in one of the following manners and a separate paper for “A” and a separate paper for both “B” and “C” will be designed:

- (a) From Sinhala to Tamil and vice versa: or
- (b) From Sinhala to English and vice versa; or
- (c) From Tamil to English and vice versa.

English/Sinhala/Tamil Language Papers- Question papers will be set in three language and the candidates should sit for the relevant papers in two languages.

- (2) English Language - An essay, precis and construction of sentences using words to bring out their meanings.
- (3) Sinhala Language - An essay, precis, spelling and construction of sentences using words to bring out their meanings.
- (4) Tamil Language - An essay, precis, spelling and construction of sentences using words to bring out their meanings.
- (5) Comprehension - Candidates are allowed to answer the comprehension paper which is set in Sinhala/Tamil/English three languages in a language according to their choice.

A candidate will be given a set of passages. In a case of some of the passages, the candidate will be presented with a set of alternative statements one of which fits the contents of the passage best. He would be required to pick the most appropriate statement. In the case of other passages, questions will be set to test the extent to which the candidate is able to grasp the meaning of the passage.

N.B.- Marks will be deducted for bad writing and spelling mistakes. A candidate whose writing is illegible is liable to be disqualified.

A candidate will be required to obtain a minimum of 40% in each paper to be eligible for an appointment.

## **Appendix - “D”**

### **QUALIFYING EXAMINATION FOR APPOINTMENT OF AN OFFICER IN CLASS II GRADE II OF THE TRANSLATORS’ SERVICE TO CLASS II GRADE 1 (PARA. 17)**

Translation-Two papers of 3 hours each with 100 marks each.

Syllabus-Translation-Translation of an extract taken from a simple official document or report in one of the following manners:

- (i) From Sinhala to Tamil and vice versa.
- (ii) From Sinhala to English and vice versa
- (iii) From Tamil to English and vice versa.

A minimum of 40 marks should be obtained for each paper.

## **Appendix “E”**

### **SYLLABUS OF THE EFFICIENCY BAR EXAMINATION FOR AN OFFICER APPOINTED TO CLASS 1 OF THE TRANSLATORS’ SERVICE (PARA. 08)**

Paper 1 - Translation of -

- (i) A passage of general interest; and
- (ii) 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

100 marks - one 3 hour paper.

Paper 2 - 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

100 marks - one 3 hour paper. 40 marks should be obtained for each paper.