

Public Administration Circular Letter : 01/2026

My number : EST-2/05/POL/0087-I  
Ministry of Public Administration,  
Provincial Councils and Local  
Government  
Independence Square  
Colombo 07.

08.04.2026

Secretaries to Ministries  
Chief Secretaries of Provinces  
Heads of Departments

### **Implementation of Official Language Policy**

Your attention is drawn to Public Administration Circular 18/2020 dated 16.10.2020 issued on the above matter and subsequent amendments issued regarding the same.

02. As per Paragraph 2.5 inserted after Paragraph 2.4 of Public Administration Circular 18/2020 by Public Administration Circular 18/2020 (II) dated 26.05.2025, issued on the exemption of officers of the public service or provincial public service from the requirement of acquiring competency in the other official language, officers are given the opportunity to satisfy the requirement of acquiring competency in the other official language also by passing Sinhala/ Tamil as a second language at the G.C.E. (O/L) Examination along with an oral test conducted by the Department of Official Languages in accordance with the levels corresponding to the categories indicated in Paragraph 2.1 of Public Administration Circular 18/2020, in addition to the requirements mentioned in Paragraph 2.1 of Public Administration Circular 18/2020.

03. As per the provisions of the said circular, arrangements have been made to conduct the oral test relevant to acquiring competency in the other official language, as mentioned below. You are kindly notified to inform the relevant officers accordingly.

#### **04. Oral Competency Test in the Other Official Language**

- 04.1 Officers who have passed the subject of Second Language - Sinhala/Tamil at the G.C.E. (O/L) Examination as the written qualification may apply for the oral competency test in the other official language.
- 04.2 The oral test consists of 2 parts: listening skills assessment and speaking skills assessment. Only the applicants who pass the listening skills assessment will be given the opportunity to take the speaking skills assessment. To pass the test, applicants must obtain not less than 40% marks for both parts separately.

#### **05. Applying for the test**

- 05.1 Applications for this oral test must be submitted only through the website of the Department of Official Languages, [www.languagesdept.gov.lk](http://www.languagesdept.gov.lk), and can be submitted on any day of the year. No gazette notification will be published for calling applications for this oral test.
- 05.2 Applicants must apply strictly for the other official language competency test level prescribed for their respective service level.
- 05.3 At the time of applying for this oral test, the written qualification mentioned above should be completed and to prove that the relevant certificate must be produced while appearing for the listening skills assessment test.
- 05.4 Applicants must enter valid data for the matters queried by visiting the website of the Department of Official Languages. In case of applicants with special needs, should specify in the application form. The application form is published in English and must be completed in English.

05.5 Every officer who applies for the oral test must pay an examination fee. The examination fees for each level are as follows:

<b>Service level as per Public Administration Circular 10/2025</b>	<b>Relevant category</b>	<b>Level of the oral competency test in the other official language</b>	<b>Fee (Rs.)</b>
Tertiary/Senior	1	Level I	Rs: 2000.00
Secondary	2	Level II	Rs: 1500.00
Primary	3	Level III	Rs: 1000.00

05.6 The examination fee should be credited to the Account No. "7041541 of the Commissioner General of Official Languages, Bank of Ceylon, Rajagiriya" from any Bank of Ceylon branch on the island. The depositor's National Identity Card number and the words "Oral Exam" should also be mentioned in the space provided for the name and address of the depositor on the bank payment form, in addition to the name and address. The computer-generated number (four digits) and date printed on the receipt provided by the bank after payment should be entered in the relevant box on the application form available on the website of the Department of Official Languages.

05.7 To ensure that the relevant amount has been paid, the bank receipt must be presented at the listening skills assessment test. The amount paid as examination fee will not be refunded under any circumstances.

**06. Conditions relating to the conduct of the examination and the issuing of the examination results**

06.1 This examination is conducted twice every year. However, depending on the number of applications received, the Commissioner General of Official Languages may decide to conduct the examination more than twice a year. Applicants will also be informed of the examination dates one month prior to each examination.

- 06.2 The listening skills assessment tests for all levels will be conducted only at the Department of Official Languages, located at 341/7, Kotte Road, Rajagiriya. The speaking skills assessment test will be conducted at the district/provincial level or at the Department of Official Languages, depending on the number of applicants.
- 06.3 The issuance of an admission card to a candidate does not necessarily mean that he or she has satisfied the eligibility requirements for the test.
- 06.4 Only the National Identity Card, valid passport or valid driver's license will be accepted for identification. Candidates who fail to produce these documents to verify their identity will not be allowed to appear for the examination.
- 06.5 The examination results will be communicated to each candidate and will also be published on the website of the Department of Official Languages. These examination results will not be re-scrutinized, and the Commissioner General of Official Languages reserves the power to take a final decision on all matters regarding the oral test including the conduct of the examination and the issuing of the results, and on any matter that arises in addition to the aforesaid.
- 06.6 The candidates shall be subject to the rules and regulations imposed by the Commissioner General of Official Languages with regard to the conduct of the examination. If a candidate violates those rules and regulations, he or she shall be subject to a punishment imposed by the Commissioner General of Official Languages.
07. If any clarification is required regarding the matters mentioned in this circular letter, the Commissioner General of Official Languages can be contacted at 0112888929.

Sgd/ S. Alokabandara  
Secretary  
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