

# Official Languages Proficiency Oral Test

## Introduction

Provisions were included in paragraph 2.1 of Public Administration Circular 18/2020, issued on 16.10.2020 for the implementation of the Official Languages Policy, requiring officers in the public service and provincial public service to undergo a training course in official languages to meet the proficiency requirement in the other official language. However, Public Administration Circular 18/2020 (II), issued on 26.05.2025 as an amendment to that circular, provides that in addition to the qualifications specified in paragraph 2.1 of Public Administration Circular 18/2020, the requirement of proficiency in the other official language may also be fulfilled by passing Sinhala/ Tamil as a second language at the G.C.E. (O/L) and, at the level corresponding to the categories specified in paragraph 2.1, by passing an oral test conducted by the Department of Official Languages.

In line with the provisions of Public Administration Circular 18/2020 (II), arrangements have been made to conduct the Official Languages Proficiency Oral Test, as set out in Public Administration Circular Letter 01/2026 issued on 08.04.2026, which specifies the procedure for conducting the oral test for acquiring proficiency in the other official language, along with the relevant provisions.

The oral test comprises two components: a listening skills assessment and a speaking and reading skills assessment. Only candidates who pass the listening component will be allowed to proceed to the speaking and reading assessment. To qualify, candidates must obtain a minimum of 40% marks in each component separately.

## Eligibility criteria for applying for the Official Languages Proficiency Oral Test

Officers who wish to sit for the oral test in the other official language must have passed Sinhala/ Tamil as a second language at the G.C.E. (O/L) as the written qualification.

At the time of application, the above-mentioned written qualification must have been satisfied, and the relevant certificate must be presented when appearing for the listening skills assessment.

## Applying for the Test

Applications for the oral test must be submitted only through the Department of Official Languages website, [www.languagesdept.gov.lk](http://www.languagesdept.gov.lk). Applications may be submitted at any time during the year. No Gazette notification will be issued inviting applications for this oral test.

Candidates should apply only for the other official language proficiency level prescribed for their respective service level. The level should be determined according to the classification of service levels in Public Administration Circular 03/2016 or Public Administration Circular 10/2025 as specified in paragraph 2.1 of Public Administration Circular 18/2020.

Applicants must enter valid data in the fields provided on the Department of Official Languages website. If an applicant has special needs, particulars must be specified in the application form. The application form is available in English and must be completed in English.

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 proficiency 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      |

The examination fee should be credited to “Account No. 7041541 of the Commissioner General of Official Languages, Bank of Ceylon, Rajagiriya”, at any Bank of Ceylon branch in the island. When making the payment, in addition to the depositor’s name and address in the relevant field of the bank deposit slip, the depositor’s National Identity Card number and the words “Oral Exam” must also be mentioned. The computer-generated number (consisting of four parts) and the date printed on the receipt issued by the bank after payment must be entered in the relevant box on the application form.

To verify that the relevant payment has been made, the bank receipt must be presented at the time of appearing for the listening skills assessment. The examination fee shall not be refunded under any circumstances.

## **Conditions for conducting the examination and releasing results**

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

The listening skills assessment tests for all levels will be conducted exclusively at the Department of Official Languages, No. 341/7, Kotte Road, Rajagiriya. The speaking skills assessment test will be conducted either at the district or provincial level, or at the Department of Official Languages, depending on the number of candidates.

The issuance of an admission card to a candidate does not necessarily mean that he or she has satisfied the qualifications for appearing for the test.

Candidates must have their signature on the admission card certified by the Head of the institution where they are employed.

Only the National Identity Card, a valid passport or driver's licence will be accepted to verify the identity of the candidate. Candidates who fail to produce these documents to verify their identity will not be allowed to appear for the examination.

The examination results will be communicated to each candidate individually and will also be published on the website of the Department of Official Languages. These examination results will not be re-examined, and the Commissioner General of Official Languages reserves the power to make the final decision on all matters regarding the oral test including the conduct of the examination and the issuing of the results, and any matter that arises in addition to the aforesaid.

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 penalty imposed by the Commissioner General of Official Languages.

If any clarification is required regarding the Oral Test, the Examination Branch can be contacted at 0112889506 / 0112865428.