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இலங்கை மத்திய வங்கி
CENTRAL BANK OF SRI LANKA

POST OF TRANSLATOR (ENGLISH-SINHALA)/(ENGLISH-TAMIL) (ON CONTRACT BASIS)

1.0 The Job/Responsibilities:

Work closely with the technical staff of the Central Bank and field experts, using novel translation tools and practices. Translators are expected to perform all assigned translation work (from English to Sinhala or Tamil and vice versa), proofread, and complete the translations to a publishable standard, using appropriate technical terminology.

2.0 Required Minimum Qualifications & Experience:

2.1 Educational Qualifications & Experience

Degree (specialised) in Translation (English-Sinhala-English or English-Tamil-English) from a university recognized by the University Grants Commission

OR

A Degree from a university recognized by the University Grants Commission with two (02) years experience as a translator in a recognized institution acceptable to the CBSL

OR

Diploma in Translation from a university recognized by the University Grants Commission or from a recognized institution acceptable to the CBSL with four (04) years experience as a translator in a recognized institution acceptable to the CBSL

3.0 Age:

55 years or below as at 16.10.2024.

Applicants are strictly advised to submit copies of the certificates relevant to the educational qualifications & service certificates to verify work experience. Any application, submitted without the copies of the above documents, will be rejected without any notice at any stage of the recruitment process.

4.0 Employment:

On contractual basis for a period of not more than three (03) years. Contracts will be initially signed for one (01) year, and it will be renewed at the end of each year of contract, based on the performance.

5.0 Remuneration and Other Benefits:

Monthly taxable allowance of Rs. 125,000/= with an incentive allowance for additional hours worked outside normal office hours and contributions to Employees' Provident Fund (EPF) & Employees' Trust Fund (ETF).

Selection Procedure

Suitable candidates will be selected based on the performance at a Skill Test (to assess translation and computer skills) and an interview conducted in this regard.

Applications

Application forms could be downloaded from the official website of the Central Bank of Sri Lanka <https://www.cbsl.gov.lk/en/careers>
Applicants are strictly advised to adhere to the prescribed application format and send the duly completed applications with all the required documents to the following address to reach the Director/Human Resources by **registered post on or before 16.10.2024.**

It is required to indicate "**Application for the Post of Translator (English-Sinhala) on Contract Basis**" or "**Application for the Post of Translator (English-Tamil) on Contract Basis**" as appropriate on the top left hand corner of the envelope.

Those who do not possess the required qualifications and experience as at the closing date will not be eligible to apply for this post. Any application not meeting the required qualifications, received after the deadline or not in the prescribed format, will be rejected without any notice.

Candidates who fail to provide originals of relevant documents at the certificate verification conducted prior to the interview, will not in any manner be considered as eligible candidates.

Any form of canvassing will be a disqualification.

CBSL reserves the right to decide the number of positions to be filled or postpone or cancel the recruitment. Only shortlisted candidates will be contacted for the next step of the recruitment process.

Director – Human Resources
Central Bank of Sri Lanka, No. 30, Janadhipathi Mawatha, Colombo 01.
Telephone : 011-2477330 Fax : 011-2477715