



Ambasciata d' Italia
Kuala Lumpur

VERBALE n. 2
CALENDAR OF THE EXAMINATION TESTS
(Courtesy /unofficial Translation)

The Commission appointed to run the examination tests to recruit 1 local employee to serve as officer for the consular/visa section;

HAVING CONSIDERED the Notice of employment published by this Embassy on the 10th October 2018;

HAVING CONSIDERED the Verbale n. 1 on the expiration of the deadline to submit the applications;

ACKNOWLEDGES by this Verbale to have established for the **12 December 2018 at 8.00**, the day to run the **examination tests** that will take place according to the following calendar and timetable:

1. **from 8.00 to 8.30 a.m.** settlement of the Commission and verification of the identity of the admitted candidates;

2. **from 09.00 to 10.00** a written translation test, without the use of a dictionary, of a text from Bahasa Malaysia into English (1 hour time);

3. **from 10.30 to 11.15** a practical consular case-handling test in order to assess the capability to perform the consular office duties;

4. **from 11.30:** individual interview consisting of:

A) a conversation in Bahasa in order to verify the good knowledge of the language, candidates' professional outlook and attitude along with the effective integration in the local environment; during this part of the exam the commission will also verify the knowledge of the candidates on the activities carried out by a consular office.

B) a conversation in English to assess candidates' advanced level of knowledge of the language; during this part of the interview the candidate will be requested to make an extemporary translation from English into Bahasa.

C). IT literacy test.

D). an optional Italian language test (only for the candidates who declared to know Italian language in the application form) consisting of a conversation to assess candidates' level of knowledge of the Italian language and a reading comprehension -translation exercise, without dictionary, of an office document.

The candidates will be called to undergo the examinations following the chronological order of each application received.

In case the Commission cannot finish the examination tests by the 12 December 2018, the exam will resume next day, the 13th December 2018 at 09.00.

The Commission adopts the following graduation of the points to be assigned to each test:

- up to 59/100: insufficient level of knowledge;
- between 60/100 and 69/100: sufficient level of knowledge;
- between 70/100 and 79/100: good level of knowledge;
- between 80/100 and 89/100: optimum level of knowledge;
- between 90/100 and 100/100: excellent level of knowledge.

All the candidate must bring along the original identity document (ISD or Passport) and all the relevant documents.

This Verbale is published on the official board of the Embassy from today and until the last day of the examination tests and will be sent to each candidate admitted to the exams together with the convocation letter.

Kuala Lumpur, November, 12th 2018

Seal of the Embassy and signatures by the President and the members of the examination Commission

