



Ambasciata d' Italia
Kuala Lumpur

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

The Commission appointed to run the examination tests to recruit 1 local employee to serve as driver/switchboard operator/dispatcher;

HAVING CONSIDERED the Notice of employment published by this Embassy on the 26th may 2016;

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

AKNOWLEDGES by this Verbale to have fixed for next **22nd June 2016 at 8.30**, the beginning of the **examination tests** that will take place according to the following calendar and timetable:

1. **8.30** settlement of the Commission and verification of the identity of the candidates;
2. **from 9.00 to 11.00** interview consisting of : A) a conversation in English in order to verify the good knowledge of the language, candidates' professional outlook and attitude along with the effective integration in the local environment; B) a conversation in Bahasa Malaysia in order to assess candidates level of knowledge in that language. During this examination the knowledge of the main rules and regulations on local road traffic will be verified.
3. **from 11.00 to 12.30** a practical test in order to assess the performance of the office duties related to switchboard operator, mail sorting, public sorting, etc.;
4. **from 12.30 to 14.00** a driving test
- 5) An optional examination, if required by the candidate, consisting of a conversation in Italian to test the level of knowledge of the language.

The candidates will be called to undergo the examinations by alphabetical order.

In case the number of candidates will not allow the Commission to finish by the 22 June 2016, the tests will resume next day, the 23rd June 2016 at 09.00.

The Commission adopts the following graduation of the points to be attributed 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).

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, 11 June 2016

Signatures by the President and the members of the examination Commission