

## COURTESY TRANSLATION

### MINUTES n. 2 CALENDAR OF EXAMS

The Selection Committee for the examination tests for the recruitment of n. 1 local employee to be assigned to the commercial sector;

CONSIDERING the notice posted on the bulletin board of the Embassy of Italy in Kuala Lumpur on 15 September 2022;

CONSIDERING the minutes drawn after the deadline for submitting applications;

SETS with these minutes the date of 14 November 2022 at 2.30 p.m., for the beginning of the examination tests, which will take place at the Embassy of Italy in Kuala Lumpur, located at 99 Jalan U Thant, according to the following calendar:

1. 2.30 p.m.: registration;
2. 3.00 p.m.: a written translation, without the use of a dictionary, of an official text from Bahasa Malaysia into English, to be completed in one hour;
3. 4.15 p.m.: a practical text to assess commercial skills, during which the candidates must write a brief letter in English from documents in Bahasa Malaysia, to be completed within 50 minutes.

The candidates who will have achieved a score of at least 60/100 in each test, will be called upon to undertake the remaining tests, according to the notice of employment and the alphabetical order of their respective surname, on 16 November 2022 starting at 9.30 am at the Embassy of Italy.

In the event that the Selection Committee, because of the large number of candidates, cannot complete all the tests on 16 November 2022, these will be continued on 17 November 2022 starting at 09.30 a.m at the Embassy of Italy.

The Selection Committee will evaluate each test based on the following grades:

- up to 59/100: the test shows an insufficient level of knowledge of the subject;
- from 60/100 to 69/100: the test shows a sufficient level of knowledge of the subject;
- from 70/100 to 79/100: the test shows a good level of knowledge of the subject;
- from 80/100 to 89/100: the test shows a very good level of knowledge of the subject;
- from 90/100 to 100/100: the test shows an excellent level of knowledge of the subject.

**The candidates must present a valid identification document.**

These minutes are posted on the bulletin board of the Embassy of Italy in Kuala Lumpur starting from the present day and until the end of the tests and will be sent to each individual candidate together with the letter of convocation.

Kuala Lumpur, 3 November 2022

The President Amb. Massimo Rustico

The Member Couns. Pietro Tombaccini

The Member with secretarial functions Mr. Dario Terzi

Language Expert Mrs. Eza Azaneem Kamri

