ABSTRACT

The Sri Lankan government has identified the requirement for a modernized public sector by improving the literacy level of Information Technology and language proficiency. To be on a par with the government policies, the Sri Lanka Navy is also in the process of shaping its future to face the challenges of the modern world. The Sri Lanka Navy mainly uses English language and computers for their day to day work, but fails to give prominence for the subject knowledge on this at the time of enlistment or training. This tends to have negative effects on work performances in various offices. The scope of this research is to identify the requirement of language proficiency and computer literacy for administrative work performance in the Navy. With the present day working pattern in the Navy, English knowledge and computer knowledge plays a major role. Hence, the researcher narrows down his aim to find the requirement of English language proficiency and computer knowledge for administrative work only. The researcher administered a questionnaire and interviewed officers to get primary data while secondary data were collected through literature review. The sample selected for the research was by purposive sampling method to get most desired sailors to answer the questionnaire. The responses were analysed using SPSS version 20 software and by descriptive analysis method. Two hypotheses were developed for testing. Responses were graphically presented and analysed descriptively apart from finding correlation using software. Analyses indicated that majority of variables accepted the alternative hypotheses while very few suggested to accept null hypotheses.

Researcher made recommendations to improve the training in the Navy based on findings of the research. Further, the future researches were recommended to find the suitable training modules to be implemented.