

Examinations, Results of Examinations & c.

MINISTRY OF EDUCATION, HIGHER EDUCATION AND VOCATIONAL EDUCATION

English Language Examination for Sri Lanka Principal Service – 2025 (2026)

IN terms of the Service Minute of the Sri Lanka Principals' Service No. 1885/31 dated 22.10.2014, it is hereby notified that the English language Examination for the officers in the Sri Lanka Principals' Service will be conducted in **March 2026** in Colombo.

Applications have been published through "Online Applications- Recruitment Exams/E.B. Exams" available under "Our Services" of the website www.doenets.lk of the Department of Examinations, Sri Lanka whereas applications can only be submitted *via* online. Online applications can be submitted from **9.00 a.m. on 24th of November, 2025 to 9.00 p.m. on 26th of December, 2025**. Followed by being applied *via* online, it must be downloaded and the signature of the applicant must be authenticated after being filled this with handwriting must be sent to the Department of Examinations, Sri Lanka by registered post, on or before the date of close of applications together with the certification by the relevant head of the institution.

Any type of disturbance incurred due to delaying in the forwarding of application up until the deadline should be borne by the applicant.

02. Every Officer of the Sri Lanka Principals' Service should acquire proficiency in the Link Language within three (03) years from the date of recruitment. In case Officers who have fulfilled the qualifications mentioned in the Circular No.08/2020 of the Public Service Commission, shall be exempted from the requirement of passing this Link Language (English) Examination. All Other Officers should pass this Examination.

03. The syllabus related to this examination and the other provisions have been published in the *Gazette Extraordinary* No. 1885/31 dated 22nd October 2014 of the Democratic Socialist Republic of Sri Lanka. The syllabus and the other provisions have been mentioned here for the convenience of the candidates.

- (a) Examination Procedure – The Syllabus as follows :-
(1) General English - Marks 100 – Time 03 Hours

The Syllabus

A suitable level of proficiency on the following forms of grammar in the written language is expected from the candidate :-

- Tenses and numbers;
- Sentences(simple/compound/complex/compoundcomplex);
- Relative clauses;
- Reported speech;
- Adjectives and adverbs;
- Determiners;
- Prepositions.

The knowledge on the modern formats and styles of writing is tested in following area of study:-

- Summary writing;
- Report writing;
- Essay writing.

04. A candidate should score minimum 40% or above for this subject in order to pass the exam.

4.1 The result sheet including the results of all candidates faced the examination will be provided to the Secretary of the Ministry of Education, Higher Education and Vocational Educational Education. Personal result sheets will not be issued for candidates by the Commissioner General of Examinations.

05. The online application form must be completed in English only. Verification of the soft copy and printed copy is carried out after the receipt of both copies which are uploaded *via* online by the applicant and printed copy forwarded by registered post whereas you will be notified by a SMS to the mobile phone number which used for accessing in to the system or by an E-mail whether your application has been accepted or not accepted as a valid application. Before completing the online application form, download the instructions for applying for the examination. Follow the instructions carefully while filling the application form. Any amendment made to the application form after receiving a printed copy will not be considered a valid amendment. Incomplete applications will be rejected without notice.

06. The Examination will be conducted by the Commissioner General of Examinations and Candidates are bound to adhere to the Rules and Regulations that are imposed in relation to the Examination. Rules and Regulations for the Examination have been published at the end of this *Gazette* Notification.

07. The applications should be sent through registered post only through the Principal /Divisional Directors of Education/ Zonal Directors of Education or Additional Provincial Director of Education/ Provincial Director of Education or through your Head of the Institution to reach "The Commissioner General of Examinations, Institutional Examinations Organization Division, Department of Examinations Sri Lanka, Pelawatta, Battaramulla, on or before **26th December 2025**. The title of the examination should be clearly mentioned on the top left-hand corner of the envelope and applications sent after this date shall be rejected.

08. On the premise that only those who meet the qualifications specified in the Gazette Notification have applied, the Commissioner General of Examinations will issue examination admissions online only to those candidates who have submitted duly completed applications along with the relevant receipt and paid the prescribed examination fee on or before closing date of the receipt of applications. As soon as the examination admissions are issued, the Department of Examinations of Sri Lanka will inform the candidates about it through a web notification/SMS message. If a candidate has not received his/her admission, he/she should enquire about it from the Institutional Examinations Organization Branch of the Department of Examinations, Sri Lanka as mentioned in the advertisement. When making such enquiry, it would be more effective for the candidate to send a request letter to the email address mentioned in the web notification, stating the name of the examination he/she has applied for, the full name of the candidate, the National Identity Card number and address correctly. It would be useful to have a photocopy of the completed application form, a photocopy of the receipt for payment of the examination fee and the registered receipt for mailing the application ready to support any information sought by the Examination Department. After checking the admission card, if any amendments are required, the Department of Examination should be contacted as early as possible and the relevant amendments should be made as per the application. Requests for amendments made in the examination hall will not be considered.

09. The signature of the candidate should have been certified in the application and the admission. The candidate should get the signature certified by the Head of Institute or by an officer who is authorized by the Head of Institute. A candidate who does not submit his/her admission formally is not permitted to sit the Examination.

10. Submission of proofs to substantiate the identity at the examination hall for each subject is the responsibility of the candidates. Any of following documents is accepted herein.

- (i) National Identity Card,
- (ii) Valid Passport, or
- (iii) Valid Driving License of Sri Lanka.

Further, the Candidates should enter the examination hall without covering the face and the ears so that their identity can be confirmed. Those who refuse to prove their identity will not be allowed to enter the examination hall. Moreover, the candidates should remain without covering the face and the ears from the moment they enter the examination hall until they leave the hall after finishing the examination so that the officials are able to identify the candidates.

11. Examination Fees: The examination fee is two hundred and fifty rupees (Rs. 250/-). Payment of the examination fee should be made only through the following payment methods provided in the online system.

- i. By any Bank Credit Card,
- ii. By any Bank Debit Card with the Facility of Internet transaction,
- iii. Online Banking Method of Bank of Ceylon,
- iv. Any branch of the Bank of Ceylon.

(a) Instructions on as to how payments should be made using the above methods are published on the website under the technical instructions related to the examination.

(b) Payment will be acknowledged *via* SMS or email. The full examination fee must be paid and applications with under or overpayment will be rejected. The Department of Examinations, Sri Lanka will not be held responsible for any errors that may occur in the payment of examination fees through the above payment methods.

(c) The amount paid for the examination will not be refunded or transferred to another examination for any reason.

12. Candidates will be subjected to the rules and regulations imposed by the Commissioner General of Examinations on conducting examinations and issuing results. It is notified that he/she will be subjected to any punishment imposed by the Commissioner General of Examinations in case such rules and regulations are violated.

13. In case of any inconsistency among Sinhala, Tamil and English texts of this notification the Sinhala text shall prevail.
14. Furthermore, the Secretary to the Ministry of Education, Higher Education and Vocational Education reserves the right of determining any matter not covered by this notification.

Nalaka Kaluwewa,
Secretary,
Ministry of Education, Higher
Education & Vocational Education.

Ministry of Education,
Higher Education and Vocational Education,
Isurupaya, Pelawatta, Battaramulla,
On this 14th day of November 2025.

11-338
