

15. Commissioner General of Examinations,

This is to certify Rev./Mr./Mrs./Miss submitting this application is serving as in the Vidyalaya in this zone. He / she has an active and satisfactory service period of (05) five years and has not being subjected to punishments as per the provisions in the circular No. 01/2020 of the Public Service Commission. The details furnished by him/her in the paragraphs from No. 1 to No.11 are accurate as per his/her personal file in this office, and he has pasted the receipt after paying due examination fee.

.....
Date

.....
Provincial Education Secretary / Provincial Director of
Education/ Zonal Director of Education
(Signature and stamp)

06– 193/1

THE COMPETITIVE EXAMINATION FOR RECRUITMENT TO GRADE III OF THE SRI LANKA EDUCATION ADMINISTRATIVE SERVICE ON THE BASIS OF SERVICE EXPERIENCE AND MERIT (2020 /2021)

By Order of the Education Service Committee of The Public Service Commission

APPLICATIONS are called, on the direction of the Education Service Committee of the Public Service Commission, from officers who have fulfilled the following qualifications to fill 67 existing vacancies in the general cadre of Grade III of the Sri Lanka Education Administrative Service based on the service experience and merit. Applicants should possess all required qualifications mentioned in this notice by the closing date of applications. Applications prepared according to the specimen application form given at the end of this notice should be forwarded on or before the date given below to the Commissioner General of Examinations, Institutional Examinations Organization Branch, Department of Examinations, P.O. Box 1503, Colombo under registered cover. The top left hand corner of the envelope should bear “Competitive Examination for Recruitment to the Grade III of the Sri Lanka Education Administrative Service on the basis of Service Experience and Merit – 2020/2021”. Further, the name of the examination in applications of Sinhala medium should also be written in English, while in applications of Tamil medium, the name of the examination should also be written in English.

The closing date of applications : 30.07.2021.

No complaints shall be considered to the effect that an application or related documents connected therewith were

lost or delayed in the post. Any loss that may cause due to the delay in submitting the application until the closing date will have to be borne by the applicants, themselves.

1. Method of Recruitment :

- (a) From those applicants, who have passed both papers at the written examination, a number of applicants equal to the number of vacancies available shall be called for an interview based on the total marks scored for both written examination and service experience according to merit and having examined the qualifications, selections for the appointments will be made. Education Service Committee of the Public Service Commission shall decide the date of commencement of the appointment and the number of appointments that will be made. The Education Service Committee of the Public Service Commission has the right to fill all or a certain number of vacancies.
- (b) If any candidate who has been called for the interview to examine the qualifications has not fulfilled the required qualifications, the next eligible candidate in the list of merit shall be called for the interview.

2. Conditions of employment in the service :

- (i) Subject to the conditions set out in the service minute of the Sri Lanka Education Administrative Service published in the *Gazette* Extra-ordinary of the Democratic Socialist Republic of Sri Lanka No 1928/28 dated 21.08.2015 and the amendments made thereafter

to the said service minute, and subject to the general conditions governing appointments to the public service, the selected candidates shall be appointed to Grade III of the Sri Lanka Education Administrative Service. The medium in which the candidates take the recruitment examination shall be the medium of recruitment.

- (ii) This post is permanent and selected applicants should contribute to the Widows'/Widowers' and Orphans' Pension Scheme (W&OP). However, officers recruited to this post are subject to the policy decisions on pension schemes that will be made by the government.
- (iii) Officers appointed to this post are subject to a probationary period of one (01) year.
- (iv) Language Proficiency

<i>Language</i>	<i>Expected Proficiency level</i>
National Language	Officers who joined the service in a language other than an official language should obtain proficiency in one official language prior to be made permanent in the post.
Other National Language	In accordance with the provisions of Public Administrative Circulars 18 /2020 and circulars thereof, the level of proficiency in respect of the other language should be obtained.
Link Language	Within three (03) years of the date of recruitment the proficiency in the link language (English Language) should be obtained. Annexure No. 7 of the service minute of Sri Lanka Education Administration Service, describes the relevant examination on link language.

- (v) The procedural rules of the Public Service Commission, Circulars issued from time to time governing the Public Service and the conditions of the Service Minute of the Sri Lanka Education Administrative Service, amendments made to the said service minute thereafter, and amendments that will be made from time to time are applicable to this post.
- (vi) The officers appointed to the posts of Grade III in the Sri Lanka Education Administrative Service shall be placed as per existing service requirements to the posts of general cadre in the central government or provincial public service.

3. **Salary Scale.-** This post is entitled to the salary scale as per (SL-01-2016) Rs. 47,615 – 10 x 1335 - 8 x 1630 - 17 x 2170 -110,895/- (monthly) in terms of the Public Administrative Circular No 03/2016 dated 25.02.2016.

4. **Eligibility .-** An officer belonging to Grade I of the Sri Lanka Principals' Service who at present has fulfilled the following qualifications shall be eligible to sit the examination, to be appointed on the basis of the service experience and merit.

- I. Having completed a minimum period of 03 years of service in Grade I of the Sri Lanka Principals' Service to the closing date of applications.
- II. In case of an officer absorbed into the Grade 1 of the Sri Lanka Principals' Service as per the section (b) in the para 17.4.3 of the service minute of the Sri Lanka Principals' Service, all relevant qualifications be completed as per the said service minute.
- III. Be confirmed in the Sri Lanka Principals' Service.
- IV. Passed or released from efficiency bar examinations relevant to the Sri Lanka Principals' Service.
- V. Not been subjected to any disciplinary punishment as per the provisions in circular No. 01/2020 of the Public Service Commission.

5. *Physical Suitability* .– Every candidate should be physically and mentally sound enough to serve in any part of the island and perform duties of the post.

6. *Other Qualifications* :

- I. No candidate is allowed to sit the competitive examination for recruitment on the basis of Service Experience and Merit for more than three (03) sittings and for both Limited Competitive Examination and the Competitive Examination for recruitment on the basis of Service Experience and Merits for more than five (05) sittings altogether.
- II. Should have fulfilled all the necessary qualifications required to sit the examination for recruitment to the Sri Lanka Education Administrative service on the basis of service experience and merit in addition to the eligibility to face the interview as at the closing date of applications.

7. *Age Limit*.– Not more than fifty-eight years (58) of age on the closing date of applications. Accordingly, those who were born on or after 30.07.1963 can apply for this examination.

8. *Method of Recruitment*.– Recruitments will be made based on the results of the written examination and service experience.

8.1. *Written Examination*

This examination consists of two (02) papers as given in the table no 01.

8.1.1. Syllabus

Table 01 : Subjects related to the written examination

	<i>Subjects</i>	<i>Time</i>	<i>Maximum Marks</i>	<i>Minimum Mark required to pass</i>
01.	Comparative Education	1 hour	100	40
02.	Education Administration and Case Studies	1 hour	100	40

Table 02. Syllabus

	<i>Subject</i>	<i>Syllabus</i>
01	Comparative Education	It is expected from this question paper to assess the candidate's comparative evaluations on the education policies, rules and laws, functions of the educational institutes and current programs in the development of education in Sri Lanka and educational trends.
02	Case study on Education Management	Questions are presented with the objective of bringing out the candidate's responsiveness to few likely cases that might crop up in the field of Education Administration / Management and his / her knowledge on problem solving in such cases.

8.1.2. The Commissioner General of Examinations will conduct this examination.

8.2. *Method of awarding marks for service experience :*

- (i) After deducting the prescribed three year period of service given as basic qualifications necessary for the recruitment, in addition to said compulsory period of service, for all active and satisfactory period of service in the Grade I of Sri Lanka Principals' Service, 03 marks per each year will be awarded subject to a maximum of 60 marks for service experience.
- (ii) In case the officers absorbed into the Grade 1 as per the section (b) in the para 17.4.3 of the service minute of the Sri Lanka Principals' Service, the period of service taken to complete relevant qualifications as per the said service minute, and supernumerary service period of the officers obtained appointments based on supernumerary period, shall not be considered as active and satisfactory period of service.
- (iii) Marks will be awarded only for one complete year of active and satisfactory period of service.

8.3. *General Interview :*

- 8.3.1. No marks will be awarded for the general interview.
- 8.3.2. This interview intends to examine if the applicant has fulfilled qualifications required for recruitment and necessary qualifications required for recruitment as per this notification of recruitment.
 - (i) Only a number of candidates equal to the number of vacancies available shall be called for the interview, to ascertain qualifications according to the order of merit obtained as per the total marks obtained for service experience and written examination.

- (ii) If any vacancy occurs / vacancies occur due to, an applicant / a number of applicants called for the interview has /have not fulfilled required qualifications, the said number of vacancies shall be filled from the next candidates in the merit list as per order of merit.
- (iii) If there is more than one candidate with equal marks at cut off points, the Public Service Commission shall take a decision with regard to such situations.
- (iv) Eligibility of candidates shall be examined by a board of interview appointed by the Education Service Committee of the Public Service Commission.

8.4. *Releasing Examination Results :*

According to 1.a and 1.b of this notice, the list of selected applicants prepared according to the merit as per the total marks obtained for both written examination and service experience shall be sent to the Secretary of the Education Service Committee of the Public Service Commission. Having completed the appointment process as directed by the Education Service Committee of the Public Service Commission, the results would either be sent personally to the candidates or published on the website of the Department of Examinations, www.results.exams.gov.lk.

9. *Examination Conditions :*

- I. The examination will be conducted in the Sinhala, Tamil and English mediums. A candidate can appear for the examination in only one language of her/his choice. All question papers have to be answered in the same medium. Candidates will not be permitted to change the medium of examination in her/his application later.
- II. The examination fee, which is Rs.1200/- could be paid at any post office or divisional secretariat in the island to the

- credit of revenue head 20-03-02-13 of Commissioner General of Examinations. A margin of the original receipt obtained in the candidate's own name should be firmly pasted to the place specified in the application form. It would be advisable to retain a photocopy of this receipt.
- III. The paid examination fee shall not be refunded for any reason or cannot be exchanged for any other examination.
- IV. This examination will be held in Colombo. The date of the examination will be notified later.
- V. No applicant will be allowed to enter the examination hall without an admission card and it is mandatory to submit the duly completed and attested admission card to the supervisor of the examination hall on the first day of the examination.
- VI. Issuance of an admission card to a candidate for the examination should not be taken as an acknowledgement that the candidate has satisfied the qualifications required to sit the examination.
- VII. The application should be prepared on the A4 paper of 22x29 cm. Headings 01 to 05 should appear on the first page. From 06 onwards should be on the second and third pages. The relevant particulars should be entered very clearly in candidate's own handwriting.
- VIII. It would be advisable to retain a copy of the application form with the applicant. Further, the applicant should satisfy herself / himself that the perfected application conforms to the specimen application form before submitting.
- IX. All applications that do not conform to the format of the specimen application form provided at the end of this notification shall be rejected without notice.
- X. Department of Examinations shall publish a newspaper notification as soon as the admission cards are issued. If the admission card is not received by any of the applicants at least five (05) days prior to the date of examination, an inquiry should be made from the Department of Examinations as stated in the newspaper notice. When making such an inquiry, it is advisable to attach a photocopy of the application, a copy of the postal registration receipt and for the applicants living outside Colombo, it is advisable to send a request including a fax number of the applicant through fax to the fax number 011-2784232.
- XI. With the approval of the Education Service Committee of the Public Service Commission, the Commissioner General of Examinations has the power to either postpone or cancel the examination.
- XII. Candidates will have to abide by the rules and regulations enacted by the Commissioner General of Examinations, regarding conducting the examination. If those rules and regulations are violated, the candidates are bound to undergo any punishment imposed by the Commissioner General of Examinations. Moreover, all candidates should adhere to the present quarantine regulations in the country.
- XIII. All candidates should prove their identity to the satisfaction of the supervisor of the examination hall for each paper they sit.
- Any of the following documents shall be accepted for this purpose.
- (i) The National Identity Card
 - (ii) A valid Passport
 - (iii) A valid Sri Lankan Driving License
- Moreover, all candidates should enter the examination hall without covering their face and both ears, so that the examination staff may easily verify their identity. Any candidate refusing to prove the identity is not allowed to enter the examination hall. Further, once entered the examination hall, all candidates should keep their face and both ears open until leaving the hall, so that the examination staff may verify their identity.

- XIV. If it is revealed that a candidate does not possess any of the required qualifications, his / her the candidature may be annulled at any stage before, during or after the examination. After selecting to the post, if it is revealed that any of the facts presented is incorrect or any significant fact has been willfully suppressed, action may be taken for the person in question to be discontinued from the service/ returned to the previous post / dismissed from service.
- XV. Applicants serving in public service / provincial public service / formally released as officers in the volunteer forces or volunteer subservice, should submit their applications through their institution / department heads. All candidates should have their signature attested by their head of the department prior to the examination.
- XVI. The final decision on any matter that does not include in this notice rests with the Education Service Committee of the Public Service Commission.

10. In case of any discrepancy arises among the phrases of this notice, which is published in Sinhala, Tamil and English languages, the Sinhala notice will be considered as the correct one.

Professor K. KAPILA C. K. PERERA,
 Secretary,
 Ministry of Education.

28.05.2021

(For office use only)

SPECIMEN APPLICATION FORM

සේවා පළපුරුද්ද හා කුසලතා පදනම මත ශ්‍රී ලංකා අධ්‍යාපන පරිපාලන සේවයේ III ශ්‍රේණියට බඳවා ගැනීමේ
 තරග විභාගය - 2020/2021

COMPETITIVE EXAMINATION FOR RECRUITMENT TO GRADE 111 OF THE SRI LANKA EDUCATION ADMINISTRATIVE SERVICE ON
 THE BASIS OF SERVICE EXPERIENCE AND MERIT - 2020 / 2021

Medium of the Examination		
Sinhala - 2		<div style="border: 1px solid black; width: 50px; height: 20px; margin: 0 auto;"></div> (write relevant No. in the cage)
Tamil - 3		
English - 4		
(The medium appearing for the examination shall be the medium of recruitment)		

01. 1.1 Name in Full (In block letters):
- 1.2 Name with last name at the beginning and initials of other names at the end :
 (In block letters) :.....
 (ex: Silva, G.A.)
- 1.3 Name in Full (in Sinhala/Tamil) :
- 2.0 2.1 Permanent Address (in English block letters) :.....
- 2.2 Permanent Address in (Sinhala / Tamil) :

2.3 Official Address (In English block letters) :

2.4 Official Address (In Sinhala / Tamil) :

2.5 Address to which admissions should be posted (In block letters) :

3.0 3.1 Personal Contact No. & Fax numbers (If any)

Telephone No.

--	--	--	--	--	--	--	--	--	--	--	--

Fax No.

--	--	--	--	--	--	--	--	--	--	--	--

3.2 Official Telephone / Fax :

Telephone No.

--	--	--	--	--	--	--	--	--	--	--	--

Fax No.

--	--	--	--	--	--	--	--	--	--	--	--

3.3 Email Address:

4.0 Gender : Male 0
Female 1 (write the relevant No. in the cage)

5.0 National Identity Card No.:

--	--	--	--	--	--	--	--	--	--	--	--

6.0 6.1 Civil Status: Unmarried – 01
Married – 02 (write the relevant No. in the cage)

6.2 Date of birth

Year

--	--	--	--

 Month

--	--

 Date

--	--

6.3 Age as at 30.07.2021 :

Years :

--	--

 Months :

--	--

 Days :

--	--

7.0 Number of previous sittings to the competitive examination on the basis of Limited and Service Experience and Merit.

Examination	Years	Number of times
Limited		
Service Experience and Merit		

8.0 Service details (Complete the following table) :

Serial No.	Appointment / Post	Date of Appointment / Promotion / Absorption	Date and the number of the Letter of Appointment / Promotion / Absorption
I	First appointment to the Principals' Service		
II	Date of absorption to the Principals' Service (only if relevant)		
III	Absorption to the new service minute		

<i>Serial No.</i>	<i>Appointment / Post</i>	<i>Date of Appointment / Promotion / Absorption</i>	<i>Date and the number of the Letter of Appointment / Promotion / Absorption</i>
IV	Promotion to the Grade I of the Principals' Service		
V	If the appointment is on supernumerary basis, absorption to the Grade 1 of the Principals' Service		

Complete following table (Complete the following table) :

<i>VI</i>	<i>Present post and the date of appointment to the post</i>	<i>Details of present place of work</i>			
		<i>Name of the place of work</i>	<i>Address</i>	<i>Zone for which the place of work belongs to</i>	<i>Province for which the place of work belongs to</i>

9.0 Details of training programs followed :
(Complete following table)

<i>Serial No.</i>	<i>Name of the training program /course</i>	<i>Institution</i>	<i>Year of completion</i>
i			
ii			

10.0 Efficiency Bar examinations :

<i>Efficiency bar examination</i>	<i>Date completed / passed</i>
First	
Second	

11.0 Details of disciplinary punishments subjected as per the circular No. 01/2020 of Public Service Commission.
(Complete the following table)

<i>Year</i>	<i>Nature of Punishments</i>

12.0 If there are any ongoing disciplinary action cases against the applicant, its present status.
(Complete following table)

<i>Year</i>	<i>Present state of the disciplinary procedure / investigation / audit procedure</i>

13.0 Particulars of salary increments after being promoted to the Grade I of the Principals' Service. (Complete following table) :

<i>Year</i>	<i>Whether the salary increment was earned or not.</i>	<i>If not reasons</i>

14.0 Details of no pay / half pay leave obtained after promoting to the Grade I of the Principals' service. (Complete following table) :

<i>Year</i>	<i>No Pay Leave</i>	<i>Half Pay leave</i>
	From to.....	From to.....
	From to.....	From to.....
	From to.....	From to.....

I, do hereby state that I am qualified and suitable to be appointed into Sri Lanka Education Administrative Service on service experience and merit based recruitment. I hereby certify that the information furnished by me herewith are true and accurate to my knowledge and belief. In addition, I herewith agree to act according to the examination regulations and adhere to the laws and regulations enforced by the Commissioner General of Examinations.

.....
Date

.....
Signature of the Applicant.

15. Commissioner General of Examinations,

The details furnished by him/her in the paragraphs from No. 1 to No. 14 are accurate as per his/her personal file in this office, and he has pasted the receipt after paying due examination fee of Rs. 1,200/-.

.....
Date

.....
Provincial Education Secretary / Provincial Director of
Education/ Zonal Director of Education
(Signature & Stamp)

Paste the receipt obtained by paying Rs. 1,200/= as here (Keep a photocopy of the receipt)