

N. B.– (i) Part I:III of the *Gazette* No. 2,071 of 11.05.2018 was not published.

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## The Gazette of the Democratic Socialist Republic of Sri Lanka

අංක 2,072 – 2018 මැයි මස 18 වැනි සිකුරාදා – 2018.05.18  
No. 2,072 – FRIDAY, MAY 18, 2018

(Published by Authority)

### PART I: SECTION (IIA) – ADVERTISING

(Separate paging is given to each language of every Part in order that it may be filed separately)

	PAGE	PAGE
Post - Vacant ... ..	1354	Examinations, Results of Examinations &c. ... ..

#### IMPORTANT NOTICE REGARDING ACCEPTANCE OF NOTICES FOR PUBLICATION IN THE WEEKLY “GAZETTE”

ATTENTION is drawn to the Notification appearing in the 1st week of every month, regarding the latest dates and times of acceptance of Notices for publication in the weekly *Gazettes*, at the end of every weekly *Gazette* of Democratic Socialist Republic of Sri Lanka.

All notices to be published in the weekly *Gazettes* shall close at 12.00 noon of each Friday, two weeks before the date of publication. All Government Departments, Corporations, Boards, etc. are hereby advised that Notifications fixing closing dates and times of applications in respect of Post-Vacancies, Examinations, Tender Notices and dates and times of Auction Sales, etc. should be prepared by giving adequate time both from the date of despatch of notices to Govt. Press and from the date of publication, thereby enabling those interested in the contents of such notices to actively and positively participate please note that inquiries and complaints made in respect of corrections pertaining to notification will not be entertained after **three months** from the date of publication.

All notices to be published in the weekly *Gazettes* should reach Government Press two weeks before the date of publication *i.e.* notices for publication in the weekly *Gazette* of 08th June, 2018 should reach Government Press on or before 12.00 noon on 25th May, 2018.

#### Electronic Transactions Act, No. 19 of 2006 - Section 9

“Where any Act or Enactment provides that any proclamation, rule, regulation, order, by-law, notification or other matter shall be published in the *Gazette*, then such requirement shall be deemed to have been satisfied if such rule, regulation, order, by-law, notification or other matter is published in an electronic form of the *Gazette*.”

GANGANI LIYANAGE,  
Government Printer (*Acting*).

Department of Govt. Printing,  
Colombo 08,  
01st January, 2018.

This *Gazette* can be downloaded from [www.documents.gov.lk](http://www.documents.gov.lk)



### 1. General Qualifications required :

1:1 Every applicant must furnish satisfactory proof that he is a Sri Lankan. A “Sri Lankan” is a citizen of Sri Lanka by descent or by registration as defined in the Sri Lanka Citizenship Act.

1:2 A candidate for any post for which the minimum educational qualification prescribed is a pass in the Senior School Certificate Examination or equivalent or higher examination, should have a pass in the Senior School Certificate Examination or equivalent or higher examination, should have a pass either in Sinhala language or Tamil language obtained, as the case may be, at the Senior School Certificate Examination or its equivalent if he is either a Sinhalese educated in Sinhala Medium or if he is a Tamil educated in Tamil Medium (This requirement will not apply to those who are in the public service from a date prior to January 01, 1961, and who seek appointments to other posts in the public service).

1:3 Application from the “New Entrants” Public Officers, who are not either Sinhala or Tamil educated, whose probationary trial appointments have been terminated for failure to pass the prescribed official language proficiency tests will not be entertained unless they have obtained the qualifications which could entitle them to seek exemptions from the highest proficiency test prescribed for the post.

### 2. Conditions of Service-General :

2:1 All officers in the Public Service will be subject to the Financial Regulations, the Establishments Code, Departmental Orders or Regulations and any other Orders or Regulations that may be issued by the Governments from time to time.

2:2 A Public officer may be required to furnish security in terms of the Public Officers (Security) Ordinance, in such sum and in such manner as the secretary to the Ministry concerned may determine.

2:3 A Public Officer may be called upon to serve in any part of the Island.

### 3. Conditions of Service applicable to Public Officers holding permanent appointments :

3:1 In addition to the conditions referred to in Section 2 above Public Officer holding permanent appointments will be subject to the following further conditions:

3:1:1 All appointments will be on probation for a period of 3 years unless a longer period is considered necessary in respect of any post. Any appointment may be terminated at any time during the period of probation without a reason being assigned.

3:1:2 All public officers are required to conform to the provisions of the Chapter IV of the Constitution of the Democratic Socialist Republic of Sri Lanka and any other laws, regulations or rules that may be made from time to time to give effect to the Language Policy of the Government.

3:1:3 All Public officers who have not entered the Public Service either in Sinhala Medium or in Tamil Medium are required to acquire a working knowledge in one of the official languages.

3:1:4 Confirmation at the expiry of the period of probation of an officer who entered the Public Service in a medium other than Sinhala or Tamil will depend, inter alia, on the passing of the Grade I Proficiency Test in one of the Official Languages within one year; Grade II Proficiency Test within two years, and Grade III Proficiency Test (where applicable) within three years from the date of appointment.

Failure to pass a test within the prescribed period will result in the suspension of increments. Suspension will be converted to a stoppage if the test is not passed within a further period of six months beyond the prescribed period such stoppage operating until the test is passed or until such time as the provisions of Section 3:1:6 below apply.

3:1:5 Such officers should, on receiving appointment, be given facilities on full pay, for a period of 6 months to obtain proficiency in one of the official languages. He will thereafter, be required to sit the relevant proficiency examination and if he does not pass he will be given the opportunity to pass the examination within a period of 2 years immediately after the period of 6 months on full pay, while he performs his normal duties.

3:1:6 If he fails to pass the examination in this prescribed period of 2 1/2 years his services will be terminated.

3:1:7 A Public Officer already confirmed in permanent post in the Public Service will not normally be required to serve the period of probation on being appointed to another permanent post in the Public Service. Such

Officers may in the first instance be appointed to act in the new post for a specified period with a view to testing him in his new post.

3:1:8 Selected candidates (Other than those already holding permanent or temporary appointments in the Public Service) who have already been medically examined will be required to undergo a medical examination by a Government Medical Officer to test their physical fitness to serve in any part of the Island.

### 4. Terms of Engagement :

4:1 Public officers appointed to permanent and pensionable posts should contribute to the “Widows and Orphans” Pension Scheme from their salary an amount equivalent to the percentage the Government requires to recover from their salary.

4:2 Public officers appointed to permanent or temporary posts on Provident Fund basis will be required to contribute 6% of their consolidated salary to the Public Service Provident Fund. The Government will contribute as its share of contributions an amount equal to 150% of the compulsory contributions credited to the fund at the close of the Financial Year.

4:3 Officers who hold pensionable appointments in the Public Service and who are released for appointments to pensionable posts in the Local Government Service and those officers in the Local Government Service who hold pensionable appointments and who are released for appointments to pensionable posts in the Public Service will be allowed pensionability in their posts in the Local Government Service and Public Service respectively.

4:4 Regular Force personnel in the Army, Navy and Air Force who are released for appointments to posts in the Public Service which are pensionable under the Minutes on Pension will be allowed pensionability in their posts in the Public Service. Notwithstanding anything to the contrary in these Minutes the unforfeited full pay service of any member of the Armed Forces who is released to accept an appointment as a Public Officer in a post which has been declared to be pensionable under these Minutes shall be reckoned for the purpose of any pension or gratuity payable under these Minutes.

### 5. Serving Officers in the Public Service :

5:1 Applications from officers of the Public Service who possess all the necessary qualifications must be forwarded through the Heads of their respective Departments. In the case of applications from Public Officers holding post in the permanent establishment in the Public Service. Heads of Departments in forwarding such applications should state whether the applicants could be released or not to take up the new appointment, if selected.

5:2 Candidates may be required to present themselves for interview at an appointed time and place. No travelling or other expenses will be paid in this connection.

5:3 Anyone desiring to recommend a candidate should do so by giving a testimonial. Any form of canvassing or any attempt to influence the selection of a candidate will disqualify such candidates.

5:4 Any statement in the application which is found to be incorrect will render the applicant liable to disqualification if the inaccuracy is discovered before the selection and to dismissal if discovered after the selection.

5:5 Application not conforming in every respect with the requirements of the advertisement will be rejected.

### 6. Definition of Salary for the purpose of Eligibility :

6:1 Salary for purposes of eligibility means only the consolidated salary and does not include any action salary, allowances etc.

### 7. New National Policy on Recruitment and Promotions :

Recruitment and Promotion in the Public Service, Provincial Public Service, Public Corporate Sector and Companies fully owned by the Government will be done in accordance with the policy laid down in the Public Administration Circulars No. 15/90 of 09.03.1990, 15/90 (I) of 25.03.1990 & 15/90 (ii) of 15.06.1990 with effect from 01.01.1990 subject to amendments that will be done by subsequent Public Administration Circulars.

**Rules and Instructions for Candidates**

"All candidates are bound to act in conformity with the provisions of the Examinations Act, No. 25 of 1968."

All candidates are bound to abide by the rules given below. A candidate who violates any of these rules is liable to one or more of the following punishments at the discretion of the Commissioner of Examinations :—

- (i) Suspension from the whole or part of the examination or one subject or a part thereof ;
- (ii) Disqualification from one subject or from the whole examination ;
- (iii) Debarment from appearing for an examination for a period of one year or two years ;
- (iv) Debarment for life ;
- (v) Suspension of the certificate for a specified period ;
- (vi) Reporting the candidate's conduct to his Superiors or handing over the candidate to the Police or making a complaint to the Police over his action.

The Commissioner reserves himself the right to take action at any time before the Examination or at any stage of it or thereafter, and his decision shall be deemed final. In the case of examinations for recruitment to the Public Service, the decision of Commissioner of Examinations shall be subject to the Supervision of the Public Service Commission.

1. All candidates should conduct themselves in a quiet manner in and around the Examination Hall so as not to disturb or obstruct the Supervisor, his assistants or the other candidates. They should enter and leave the Examination Hall as quietly as possible.

2. Candidates should obey the Supervisor. Therefore, when the Examination is in progress and before the commencement of the Examination as well as immediately after the end of the Examination they should act in accordance with the instructions of the Supervisor and his assistants.

3. Under no circumstances whatsoever will a candidate be allowed into the Examination Hall after the lapse of half an hour after the commencement of a paper. No candidate will be permitted to leave the hall till after half an hour from the time of commencement of the paper. Candidates who come late for Practical and Oral Examinations are liable to be refused admission.

4. Every candidate should sit at the desk bearing his/her index number and not at any other desk. Unless with the permission of the supervisor no candidate should change his/her seat. The occupation of a seat other than the one assigned to him by a candidate is liable to be considered as an act with a dishonest intention.

5. Absolute silence should be maintained in the Examination Hall. A candidate is forbidden to speak to, communicate with or have dealings with any person within or outside the Examination Hall other than a member of the Examination Hall Staff. If there is an urgent need for a candidate to communicate with another, prior permission must be obtained from the supervisor.

6. A candidate's answer script is identified only by the Index Number and his/her name should not be written on the answer script. Another candidate's index number appearing on the answer script of a candidate is considered as an attempt to commit a dishonest act. Answer scripts bearing an index number that is difficult to decipher is liable to be rejected.

7. Candidates should write only on the paper provided and should not write anything on the blotting paper, question paper, desk or any other place. Non conformity with this rule could be taken as an act with dishonest intentions.

8. Any paper or answer book supplied should not be torn up, crushed, folded or erased. Each and every sheet of paper used for rough work should be tied up with the answer script. It should be a part of the answer script. (Such rough work should be neatly crossed out.) Anything written inside the Examination Hall should not be taken out. If a question has been answered twice, the unnecessary answer should be neatly crossed out. Failure to abide by these requirements may be considered as an attempt to cheat.

9. When answering questions in Mathematics the submission of correct answers with incorrect working or with no working at all and in art if the work of art is similar or very close in resemblance to that of another candidate in concept, in form or in execution it is liable to be considered as a dishonest act.

10. The removal of any paper or stationery supplied to candidates out of the Examination Hall is prohibited. All such material remains the property of the Commissioner of Examinations. Breach of this rule shall be liable to be considered an act with dishonest intention.

11. While in the Examination Hall a candidate should not have with him or near him any book, note book, pocket note book, exercise book, sheet of paper or pieces of paper other than the stationery supplied to him. Nor should any handbag, travelling bag or parcel other than the candidate's boxes of colours and boxes of instruments where necessary or any file cover, card board pad, folded newspapers, brown papers should be brought into the Examination Hall. Breach of this rule is a punishable act.

12. A candidate is strictly forbidden to keep with him any book, note book or a sheet of paper with written notes once inside the Examination Hall. Should the Supervisor so requires, each candidate is bound to declare

everything he has with him/her. Breach of this requirement shall be considered as an attempt to commit an act of dishonesty.

13. Candidates are forbidden to copy or attempt to copy from the answer script of another candidate, a book, paper containing notes or any other source. A candidate should not attempt to look at the answer script of any another candidate. A candidate should refrain from helping another Candidate and also from getting help from another candidate or a person. Every completed answer sheet should be kept underneath the sheet on which the answer is being written. Sheets of writing paper should not be strewn all over the desk.

14. A candidate will under no circumstance whatsoever be allowed to leave the Examination Hall even for a brief period during the course of the paper. However in an emergency if a candidate needs to leave the hall, he/she shall be allowed to do under the surveillance of the supervisor or his assistant. He/she shall be subject to search before leaving the hall as well as before re-entering it.

15. Impersonation while answering a paper or before the commencement of the Examination is a punishable offence. Tampering with identity cards, presenting false identity cards or tampering with someone's identity are also such offences. Candidates are warned not to commit such offences.

16. Assistance given to a candidate in a dishonest manner by a person who is not a candidate, is considered a serious offence.

Candidates should adhere to the following instructions for their own safety :-

(i) Be at the Examination Hall well in time. It is sufficient to be at the Examination Hall 10 or 15 minutes before the commencement of each paper. If you have any doubt as to the location of the Examination Hall, make inquiries on a day prior to the date of Examination and be sure of its location.

(ii) In case of any doubt regarding your entry for a paper or eligibility to sit a paper you should bring it to the notice of the Supervisor and get your doubts cleared. Failure to do so may result in your candidature for the subject being cancelled.

(iii) When appearing for the Examination, candidates should produce their identity cards at every paper they sit. If a candidate fails to produce identification documents at the Examination Hall, his candidature is liable to be cancelled. In case a candidate forgets to bring such documents into the Examination Hall, it should be brought to the notice of the Supervisor and arrangements should be made to produce them before the Examination concludes.

(iv) Standard stationery (i.e. writing paper, graph paper, ledger paper, precis paper) will be supplied. If you receive any stationery that is different from the kind generally distributed or distributed to the others it should be promptly brought to the notice of the supervisor. No paper other than those issued at the Examination Hall should be used for answering questions. Excess paper and other material should be left on the desk, in good condition. When log tables are supplied they should be used with care and left on the desk when you leave.

(v) Candidates should bring their own pens, pencils, bottles of ink, erasers, pieces of cloth, rulers, geometrical instruments, coloured pencils, coloured chalk, etc.

(vi) When you start answering you should promptly write down your Index Number and the name of the Examination on each sheet of paper used. Write neatly and legibly on both sides of the paper. Leave a blank line after the answer to each part of a question. After the answer to a full question leave one or several blank lines. Do not crowd in your work.

(vii) The left-hand margin of the answer sheet is set apart for you to enter the number of the question you answer. The right hand margin is reserved for the examiner's use and nothing should be written there. Number your answers correctly as incorrect numbering leads to confusion.

(viii) You should read carefully the instructions given at the head of the question paper, with regard to the compulsory questions and the manner in which the other questions should be selected. Disregard to these instructions is often liable to affect you adversely.

(ix) When Mathematics Questions are answered, give all details of calculations and any roughwork, in their serial order as part of the working of the problem. Necessary sketches, diagrams and figures should be accurate and sufficiently large. In an answer running into several pages if reference must be made to a diagram drawn in an earlier page, that diagram should be drawn repeatedly.

(x) At the end of each paper, arrange your answer sheets in the order you answered the questions. Then using the piece of twine supplied, tie them up at the top left hand corner. Do not tie up at the top right hand corner.

(xi) You should personally handover your answer script to the Supervisor or to an Invigilator. Or else remain in your seat till it is collected. Failure to do so may result in the loss of your script and your being treated as an absentee for the paper. On no account should your script be handed over to a peon or an attendant.

(xii) If it becomes necessary for you to speak to the Supervisor or an Invigilator, or if you need stationery, remain in your seat and raise your hand.

Commissioner General of Examinations,  
Department of Examinations,  
Pelawatta, Battaramulla.

## Posts – Vacant

### PUBLIC SERVICE COMMISSION

#### Ministry of Education

#### PROMOTION OF OFFICERS IN GRADE 2-1 TO CLASS 1 AS PER THE OLD SERVICE MINUTE OF SRI LANKA TEACHER EDUCATORS' SERVICE

APPLICATIONS are invited by the Secretary to the Ministry of Education for filling the existing vacancies of Class 1 of Sri Lanka Teacher Educators' Service (existing in national colleges of education and teachers' colleges under the Ministry of Education) implemented with effect from 01.01.1995 and published in the *Gazette* Extra Ordinary No. 1070/13 dated 11.03.1999. In case of a discrepancy exists in the contain of this *Gazette* notification published in the Sinhala, Tamil and English Languages, the Sinhala contain will prevail.

Date	No. of vacancies
01.01.2014	3
01.07.2014	2
01.01.2015	1
01.07.2015	2
<b>Total</b>	<b>8</b>

02. The applications prepared according to the following specimen form in the notification should be sent by Registered post to reach the "Secretary, Ministry of Education, Isurupaya, Battaramulla" on or before 8th June 2018. "Promotion to Class 1 of the Sri Lanka Teacher Educators' Service" should be mentioned on the top left hand corner of the envelope enclosing the applications. All the applicants should forward their applications through the respective heads of the institutions. The applications received after due date will be rejected.

#### 03. Conditions of Engagement in the Service :

3.1 Selected candidates will be promoted to class I of Sri Lanka Teacher Educators' service subject to general conditions pertaining to promotions of the government service as well as regulations and conditions mentioned in Sri Lanka Teacher Educators' Service minute along with revisions issued from time to time with regard to them, the establishments' code, financial regulations as well as the procedural rules of the public

service commission published in the *Gazette* Extraordinary No. 1589/30 dated 20.02.2009.

3.2 The appointed officers shall be resided within the limitations of the college of education when accommodation facilities are provided.

3.3 Candidates selected for the posts are entitled to serve in any college of education/teachers' college as per the service requirement.

#### 04. General Qualifications :

4.1 If not the degree has been obtained in English medium as described in Section 17 of Sri Lanka Teacher Educators' Service minute, possessing a credit or a higher pass for English language (Literature at the G. C. E. Ordinary level) examination or a similar examination in order to be eligible for applying for the promotion, is compulsory.

#### 05. Educational and other qualifications :

5.1 Officers satisfied the following educational and vocational qualifications and been confirmed in the service after completion of a satisfactory period of service not been subject to a disciplinary penalty and earned the relevant increments during the approximate five years of service prior to the date each vacancy came into effect and completing a service of not less than five years in a post scheduled under grade I of class 2 of Sri Lanka Teacher Educators' Service are eligible to apply for this.

5.2 (a) Having obtained a first class or second class (Upper) degree in Education from a recognized University in Education ;

or

(b) Having obtained a Degree in the relevant subject field from a recognized University and should have obtained a Post Graduate Diploma in Education or in the relevant subject field with a Distinction or Credit pass ;

or

(c) Having obtained a first or second class (Upper) degree from a recognized University and a Post Graduate Diploma in Education or a Post Graduate Degree in the relevant Subject Field or Education.

06. *Method of selection :*

- 6.1 Selection will be done on a results of a Structured Interview conducted according to the Marking Scheme approved by the Public Service Commission by a Board of Interviewers approved by the Commission.
- 6.2 The Original Copies of the following documents should be submitted at the instance of the interview.
- 6.2.1 Calling letter for the interview
- 6.2.2 Certificate of Birth
- 6.2.3 National identity card
- 6.2.4 Letter of service obtained from the relevant head of the institution indicating of no pay and half pay leave, availability of disciplinary and audit inquiries, earning salary increments pertaining to the approximate five (05) years in grade 1 of class 2 of Sri Lanka Teacher Educators' Service
- 6.2.5 All applicable certificates and documents required for submission for obtaining marks pertaining to basic qualifications and marking scheme.

6.2.6 Relevant certificates and documents for professional qualifications.

6.3 Education services committee of the Public Service Commission reserves the right of filling or not filling the total or a certain number of vacancies thereof.

6.4 The applications of those unable to produce the necessary documents at the time of the interview will not be considered.

*N. B.*- Any Certificate or any copy should not be annexed to the Application.

07. *Salary Scale.*- Salary scale of Rs. 22,935 - 10 x 645 - 8 x 790 - 17 x 1,050 -Rs.53,555 (monthly) under the salary segment SL 1 - 2006 as per public administration circular no. 06/2006 is applicable to the post.

By Order of the education services committee of the Public Service Commission.

SUNIL HETTIARACHCHI,  
Secretary,  
Ministry of Education.

On the 14th of May 2018.

THE MARKING SCHEME FOR PROMOTING THE OFFICERS IN GRADE 2-1 OF THE SRI LANKA TEACHER EDUCATORS' SERVICE TO THE CLASS 1 OF THE SERVICE

Marks will be awarded only to the maximum qualification in addition to the fundamental educational qualifications required for applying to class 1 of Sri Lanka Teacher Educators' Service and one such certificate will be awarded with marks with only one criterion.

01. Service Experience	Maximum Marks	<b>50</b>
10 marks per year will be offered for the additional active service of those exceeded 5 years of service after being promoted to grade 2 - 1 of the Sri Lanka Teacher Educators' Service.		
02. Additional Educational Qualification	Maximum Marks	<b>20</b>
2.1 Doctor of Philosophy		20
2.2 Post Graduate Degree		15
2.3 Post Graduate Diploma (Either education or non - education management)		10
03. Proficiency in English Language	Maximum Marks	<b>10</b>
(Marks will only be awarded to certificates obtained from universities or institutions recognized by the university grants commission)		
3.1 Having followed/completed to post graduate degree in English medium		10
3.2 Having obtained a post graduate degree diploma in English Subject/teaching English		08
3.3 Having undergone an English diploma (a year or more)		06
3.4 Having undergone an English certificate course (a year or more)		04

3.5	Having undergone an English diploma (six months or more)	03
3.6	Having undergone an English certificate course (six months or more) (Marks will be awarded for certificates described in points from 3.3 to 3.6 only if the period of the course applicable is mentioned in either the certificate or the transcript)	02
04.	Second Language Communication Skills (Marks will be awarded for certificates of officers whose medium of appointment is Sinhala for Tamil Language whereas of officers whose medium of appointment is Tamil Language for Sinhala Language)	Maximum Marks <b>05</b>
4.1	Passing step I of Sinhala/Tamil language of the department of Official Languages or passing step I oral test with a credit pass for second language Sinhala/Tamil Language for G. C. E. (ordinary level)	05
4.2	Passing step II of Sinhala/Tamil Language of the department of official languages or passing step II oral test with a credit pass for second Language Sinhala/Tamil Language for G. C. E. (ordinary level)	04
4.3	Having undergone a Sinhala/Tamil diploma course in a university or an institution recognized by the university grants commission. (Six months or more) (marks for this will be awarded only if the relevant certificate bears the period or the relevant institution has given a certification of the period)	03
05.	Knowledge in information and Communication Technology (Marks will be awarded only to certificates obtained from a University or an Institution recognized by the University Grants Commission)	Maximum Marks <b>10</b>
5.1	Post graduate degree on information and Communication Technology -	10
5.2	Post graduate diploma in information and Communication Technology - Subject	08
5.3	Diploma in information and Communication Technology ( a year or more)	06
5.4	Certificate course in information and Communication Technology ( a year or more)	04
5.5	Diploma in information and Communication Technology (More than six months)	03
5.6	Certificate course in information and Communication Technology (More than six months)	02
06.	Evaluation of Service Service evaluations issued formally as per the commendation and criticism general 230 b letter specimen issued by the Secretary of Education or the head of the Department. (for a maximum of 5 service evaluations subject to 1 mark per each)	Maximum Marks <b>05</b>
Total Marks		<b>100</b>

PROMOTION OF OFFICERS IN GRADE 2 - 1 TO CLASS 1 AS PER THE OLD SERVICE MINUTE OF  
SRI LANKA TEACHER EDUCATORS' SERVICE

*SPECIMEN APPLICATION*

(Application should be prepared using both sides of an A4 size sheet)

01. (i) Name with initials (in Sinhala)  
(Rev./Mr./Mrs./Miss.) : \_\_\_\_\_.  
Name with initials (in English block letters)  
Rev./Mr./Mrs./Miss. : \_\_\_\_\_.
- (ii) Name denoted by initials : \_\_\_\_\_.
02. (i) Official address : \_\_\_\_\_.
- (ii) Personal address : \_\_\_\_\_.
- (iii) Personal Telephone No. : \_\_\_\_\_.

03. (i) Date of birth : \_\_\_\_\_.  
(ii) National Identity Card No. : \_\_\_\_\_.
04. (i) Date and grade/class of the first appointment : \_\_\_\_\_.  
(ii) Present grade/class and date of appointment to the same : \_\_\_\_\_.  
(iii) Current service station : \_\_\_\_\_.

05. Details of Educational and professional qualifications :

- (i) First Degree :

<i>Name of the Degree and issuing authority</i>	<i>Year</i>	<i>Class</i>	<i>Subjects</i>

- (ii) Post graduate Degree :

<i>Name of the degree and issuing authority</i>	<i>Year</i>	<i>Class</i>	<i>Whether a distinction/credit/simple pass</i>

- (iii) Education Diploma :

<i>Name of the Certificate and issuing authority</i>	<i>Duration of the course</i>	<i>Whether a distinction/credit/simple pass</i>	<i>Description of the subjects</i>

- (iv) Other professional qualifications (description on diploma certificate and trained teacher certificate) :

<i>Name of the Certificate and issuing authority</i>	<i>Duration of the course</i>	<i>Description of the subjects</i>

- (v) Competency in English Language :

<i>G. C. E. (O/L)</i>	<i>Whether a distinction/credit/simple pass</i>	<i>Effective date of results</i>

<i>Highest certificate obtained relevant to English subject</i>	<i>Issuing authority and it effective date</i>	<i>Grade</i>

Experience and service particulars (indicate the designations held previously and the duration of holding such designation with dates and periods)

<i>Service Station</i>	<i>Designation</i>	<i>Confirmed/Not confirmed</i>	<i>From</i>	<i>To</i>

06. 6.1 Have you ever been convicted from a Court of Law for an offence ? (if so, give details)
- 6.2 Is there an on -going Department disciplinary inquiry against you at present? Or else whether there is a case pending at the Court of Law? (If so, give details)
- 6.3 I certify that all the particulars that I have furnished herein are true and accurate to the best of my knowledge. I am aware I will be considered as disqualified to be appointed to this post if any particulars provided here found to be false or incorrect, and if found after the promotion I am liable to be removed from the post without any compensation.

\_\_\_\_\_  
Signature of the applicant.

Date :\_\_\_\_\_.

*Certification of the head of the institution :*

Application of ..... is submitted herewith. It is informed that he/she is being working/has worked and got retired on ..... in this institution.

\_\_\_\_\_  
Signature and official stamp of the head of the institution.

Date :\_\_\_\_\_.

Institution. :\_\_\_\_\_.

05-538