

2.2 Address to which the Admission Cards to be sent : \_\_\_\_\_.

(in Sinhala/Tamil)

03. Sex :

3.1 Female : F, Male : M  (write the relevant letter in the cage)

3.2 Date of Birth: Year:  Month:  Date

3.3 Age as at the Closing Date of Applications .—

Years:  Months:  Days:

04. Date of entry to Class II Grade II of the Sri Lanka Planning Service : \_\_\_\_\_.

(The correct date on which the duties were assumed should be stated)

05. Are you an “Old Entrant” or “New Entrant” for the purpose of the Official language policy ? \_\_\_\_\_.

06. Name of Department (if a Divisional Secretariat, state the Name of Office) : \_\_\_\_\_.

07. Subjects applied for under para. 2 of the *Gazette Notification* :

i. \_\_\_\_\_.

ii. \_\_\_\_\_.

iii. \_\_\_\_\_.

iv. \_\_\_\_\_.

08. Are you sitting the examination for the first time?:\_\_\_\_\_.

09. If not for the first sitting examination fees paid :

Cage for stamps - affix stamps to the value of Rs. 115 for the whole examination. Rs. 75 for a single subject.

10. I hereby certify the stamps affixed to the application were valid and unused before cancellation by me and the particulars furnished by me are correct and also that I am entitled to sit the examination in the language medium indicated in above.

\_\_\_\_\_,  
Signature of Candidate.

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

*Note:* The Candidates should sign in the presence of his/her Head of Department or an officer authorized to sign on behalf of such Head of Dept. or his/her Divisional Head.

ATTESTATION

I certify that Mr./Mrs./Miss.....who is an officer in my office and who is known to me personally placed his/her signature in my presence this.....day of.....2005.

Name :\_\_\_\_\_.

Designation:\_\_\_\_\_.

Address:\_\_\_\_\_.

\_\_\_\_\_,  
Signature of Attestor.

**Certificate of the Head of Department**

I certify-

- (i) that the particulars furnished above have been checked and found to be correct ;
- (ii) that the candidate is eligible to sit this examination.

\_\_\_\_\_  
Signature of the Head of Department.  
(Official seal should be placed).

Designation:\_\_\_\_\_.

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

07-590

**MINISTRY OF EDUCATION**

**Selection of Candidates to follow the full time (Internal) Course of Post-Graduate Diploma in Education - 2005/2006**

APPLICATIONS are invited, for the selection of candidates to follow the one year full time (Internal) Course of Post-Graduate Diploma in Education during the Academic Year 2005/2006.

02. The course will be conducted in Sinhala medium at Colombo and Peradeniya Universities and in Tamil medium at Colombo and Jaffna Universities.

03. Applications should be submitted for one medium only.

04. Every applicant should prove that he/she has the following qualifications :—

- (i) Should be a citizen of the Democratic Socialist Republic of Sri Lanka ;
- (ii) Should be not more than 50 years of age on 22.07.2005.
- (iii) Should have excellent moral character and should be physically and mentally fit ;
- (iv) Should be a graduate of a recognized University ;
- (v) Should serve in a permanent post given below ;
  - (a) Sri Lanka Teacher Service (including those who are serving in the Pirivena and Government approved Private School) ; or
  - (b) Sri Lanka Principals' Service ; or
  - (c) Sri Lanka Education Administrative Service ; or
  - (d) Sri Lanka Teacher Educators' Service.
- (vi) Should have one year service on 22.07.2005 after the degree.

*Note :*

1. In respect of applicants from Pirivenas/Private Schools the Director/Manager of Board of Management should give a written undertaking.

- to release them.
- to pay their full salary during the course.
- to take them back to service at the end of the course.
- not to request for other teachers in their place and to distribute the teacher's work load among the approved academic staff.

2. A teacher who is already under a bond for study leave obtained earlier, will be eligible to apply if he/she has completed or at least completed five (05) years of the compulsory service period on 22.07.2005.

05. Mode of Selection —

- (1) (a) All the applicants should appear for a written examination and an interview.
- (b) The written Examination for selection organized by the Commissioner General of Examinations and will be held in Jaffna and Colombo in both Sinhala and Tamil medium.
- (c) The applicant can appear for written examination in any medium and in any place which is you have named in the application will not be changed.
- (d) Candidates are bound by the rules and regulation issued by the Commissioner General of Examinations in respect of conducting the examination.
- (2) (a) The test will consist of two question papers followed by an interview :
  - (i) *General Knowledge*. – This question paper will consist of question designed to test the candidate's awareness in current information and general knowledge and educational information and issues. (1 hour)
  - (ii) *Aptitude*. - This paper is designed to test the candidate's language ability, comprehension, logical thinking and numerical abilities. (1 hour and 30 minutes)
- (b) Interview. - Candidates who attain the appropriate level at the written examination will be summoned for an interview. Candidates should be able to prove their basic qualifications at the interview. The selection of suitable candidates will be done according to the number of the vacancies available in each University.
- (c) The candidates who qualified from the interview will be selected according to the priority order of the marks obtained for written examination.

06. Method of Application :

- (a) Application forms, should be prepared according to the specimen given. Both sides of the sheet should be used.
- (b) Stamps to the value of Rs. 125 should be affixed and cancelled by placing applicant's signature and the date.
- (c) "Post Graduate Diploma in Education "Internal" should be clearly written on the top left-hand corner of the envelope containing the application.
- (d) Applications should be sent under registered cover to reach the Commissioner General of Examinations, Department of Examinations, Evaluation and Testing Service, Pelawatta, Battaramulla on or before 22.08.2005.
- (e) Applications received after the closing date of application will be rejected.
- (f) Admission Card and the Time Table will be issued to all candidates. If a candidate does not receive his/her admission card at least seven (07) days before the date of examination, the candidate should notify the Commissioner General of Examinations, Department of Examinations, Evaluation and Testing Service, Pelawatta, Battaramulla. (Telegraphic Address - Exams, Colombo). The following information should also be supplied regarding the non-receipt of the admission card :-

- (1) Name of Examination :
- (2) Full Name of candidate :
- (3) Address :

(4) Registration Number and the Post Office :

(5) Date of Posting the Application :

- (g) Examination fees will not be refunded or transferred to another examination under any circumstances.
- (h) Candidates will be required to prove their identity at the Examination by producing a valid Identity Card.
- (i) No change of University will be permitted once a candidate is selected to follow the relevant course in a particular University.
- (j) If a candidate is being found ineligible after selection, his/her selection will be cancelled.

07. *Study Leave*.— Selected candidates will be granted full pay study leave to follow the course. For this purpose an officer in Sri Lanka Educational Administrative Service, Sri Lanka Teacher Educators' Service, Officers of National Schools, Private Schools and Pirivenas, should apply to the Secretary, Ministry of Education. Other officers should apply to the respective Provincial Secretaries of Education.

Study leave will be granted for the candidates according to the Gazette Notification published by the Secretary of Ministry of Education.

08. Selected applicants should enter into a bond with the Provincial Director of Education or the Secretary to Ministry of Education to the effect that he/she will serve the Department for a period of at least three and a half (3 1/2) years after the successful completion of the course. In case the cost of training exceeds Rs. 10,000 the period of compulsory service under the Bond will be determined in accordance with the rules and regulations in the Establishment Code of the Democratic Socialist Republic of Sri Lanka.

09. Unsuccessful completion of the Course due to reasons within the Control of the Candidate - In the event of any candidate not obtaining the diploma within a given period of time he/she will be required to refund all the salary and allowances drawn during the period of study leave.

10. Conduct and Attendance during the period of the Course - In case the work, conduct and attendance of students were found to be unsatisfactory during the period of the course of study, they will be discontinued from the course.

Dr. TARA DE MEL,  
Secretary,  
Ministry of Education.

Ministry of Education,  
"Isurupaya",  
Battaramulla,  
05th July, 2005.

### Specimen Application Form

Office use only

### Selection of candidates to follow the full time (Internal) Course of Post Graduate Diploma in Education 2005/2006

<i>University</i>	<i>Medium</i>	<i>Examination Centre</i>

- 01. Name with initials in Block letters (Surname first) Rev./Mr./Mrs./Miss :\_\_\_\_\_.
- 02. Name in full (in block letters) :\_\_\_\_\_.
- 03. (i) Official Address :\_\_\_\_\_.
- (ii) Location of the institute (in block letters) :\_\_\_\_\_.

Province	District	Zone	Division