

SPECIMEN APPLICATION FORM

MINISTRY OF SAMURDHI AND POVERTY ALLEVIATION

THE POST OF PROGRAMME ASSISTANT

1. Name in Full : _____,
2. Name with Initials : _____,
3. Name denoted in Initials : _____,
4. Address : _____,
5. Sex : _____,
6. Date of Birth and Place of Birth :

Year : Month : Date : Place :

7. National Identity Card No. : _____,
8. Nationality : _____,
9. Marital Status : _____,
10. Educational Qualifications :

Degree	Class obtained	Year	Subject

Highest Examination Passed :

Sinhala	Tamil	English

Vocational and Other Qualifications :

Name of the Course	Institution	From	To

Experience :

Name of the Employer	Post	From	To

I hereby certify that the above mentioned particulars are true and correct to the best of my knowledge. I am also aware that if any information contained herein are found to be false or inaccurate I am liable to disqualification if the inaccuracy is discovered before selection and to dismissal without any compensation, if detected after the appointment.

_____,
Signature of the Applicant.

Date :
03-643/3

Examinations, Results of Examinations &c.

MINISTRY OF EDUCATION

Selection of Teachers to follow Teacher Training Courses in Teachers' Colleges — 2005

APPLICATIONS are entertained from untrained teachers (who have got formal appointments signed by Secretary, Education Service Commission or Secretary, Provincial Public Service Commission) serving in Government Schools, who are eligible to follow the Two Years Teacher Training Course in Government Teachers' Colleges. Teachers who have got their formal appointments in Government approved private schools and in approved Pirivenas are also eligible to apply for this course. In the case of Private Schools they must be registered under Director of Private Schools in Ministry of Education.

Those who could not complete the Distance Training Programme and PRINSETT Programme conducted by the NIE also can apply for this Training. To prove this they have to forward a letter at the interview signed by the Distance Training Authority of NIE.

Selection will be made according to the number of vacancies existing in the Teachers' Colleges and also on the basis of applicant's seniority in assuming duties in the school. In view of the fact that

this may be the last opportunity provided to follow courses in the Sinhala medium, all untrained teachers are expected to apply. If you do not apply for this training, it is emphasized that you will be deprived of opportunities in professional development. If the number of applicants in the Sinhala medium is found to be too small, it is considered to conduct all the courses in a Teachers' College.

Duration of this Course will be two years and the pupil teachers are required to undergo full time residential institutional training. If there is no residential facility or if there is no adequate accommodation, student teachers can be provided with accommodation closer to the Institution. For this they should get the Principal's approval. During the period of training in the Teachers' College they should not follow any other course or appear for any external examination.

02. Admission :

- (i) These courses are not applicable to the under-mentioned categories of teachers :
 - (a) Teachers who have already undergone or are undergoing training in any Teachers' College.
 - (b) Teachers who or are following Distance/PRINSETT Teacher Training Courses.

- (c) Those who have been appointed as Graduate Teachers, or as Graduate Trainee Teachers or as Graduate Management Assistants or any other Graduate appointment.
- (d) Teachers who have not fulfilled the qualifications indicated in number 7 of this Notification.

When it is detected that an ineligible candidate has gained admission, action will be taken to cancel his/her training at any stage or to invalidate his/her Training Certificate if the detection is made after completion of training.

- (ii) Every candidate is required to produce the under mentioned documents when they are called for registration for the course of training.
 - (a) Duly completed Bond,
 - (b) A copy of the Agreement entered into with the Government or with the Management concerned., as the case may be, to serve a continuous period of 5 years on completion of training (Government teachers in Government schools and Non-Government teachers under the Management concerned).
- (iii) It should be noted that teachers appointed under District Service Scheme after April 1982, will continue to serve in the same District even after completion of their training.

03. (i) Trainees whose general conduct and diligence in studies is not up to the standard expected by the Principal of the Teachers' College are liable to be discontinued from pursuing their training. Any trainee who does not exhibit 90% of the progress in attendance and participation in curricular activities will not be eligible to sit the teachers' College Final Examination. However, in special circumstances, the Secretary, Education reserves the right to make an order related to this matter.
- (ii) *Leave*.—Two years full-pay study leave will be granted for institutional training. All trainees are required to devote this two year period entirely for their training. However, under special circumstances a trainee could be granted a limited number of casual leave only if the Principal is satisfied with the necessity. It is stressed that the prior approval of the Principal should be obtained for such leave. Leave obtained in this manner should not exceed Ten days per year.

A trainee whose progress in studies is found to be unsatisfactory owing to obtaining of excessive leave is liable to be discontinued from training and to be sent back to school. Any medical leave taken should be supported by a Medical Certificate obtained from a Government Medical Officer or from a Medical Officer approved by Government.

In instances where the state of a teacher's pregnancy is proven to be impeding her training activities, Secretary, Education reserves the right to take a decision relating to the continuance of her training.

04. Trainees who pass the First Year Examination and the Final Examination (with successful completion of the two year teacher

training Course) conducted by the Commissioner General of Examinations will be awarded the Trained Teachers' Certificate. This Certificate will be issued in two levels :

- (i) Merit Pass
- (ii) Ordinary Pass

05. *Salary Scale*.—After satisfactory completion of the training course (requirements) and from the effective date of validity of the Trained Teachers' Certificate they will be placed on the Salary Scale of Rs. 1,09,140 - 9 x 1,320 - 8 x 1,560 - Rs. 1,33,500. (Class 3 Grade I in Sri Lanka Teachers' Service)

06. (i) Every candidate should be trained in the subject indicated in the appointment letter. The teachers who have been appointed as government teachers and whose subject is not mentioned in the appointment letter, could apply for training, in one of the subjects they have passed the G. C. E. (A/L) exam. At the interview the candidates are expected to submit a letter approved by the head of the institution, to say that they are teaching the relevant subject. Those who have been appointed according to the subject is not indicated in the appointment letter will be considered as primary teachers.
- (ii) When the subject is not mentioned in the letters of appointments of Private and Pirivana teachers, they will be selected for training according to the subjects taught by them. Submission of a copy of Time Table approved and signed by the Head of the Institution is essential.

<i>Course No.</i>	<i>Name of the Course</i>
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01	Sinhala
02	Primary Education
03	Science
04	Mathematics
05	Agriculture
06	Home Science
07	English
08	Buddhism
09	Christianity/Roman Catholic
10	Hinduism
11	Islam
12	Art
13	Music
14	Dancing
15	Arabic
16	Special Education (Sinhala Medium)

- (a) Teaching Methods for hearing impaired Children (Deaf)
- (b) Teaching Methods for visually Handicapped (Blind) Children
- (c) Teaching Methods for Mentally retarded Children

17	Handicrafts and Technology
18	Commerce
19	Tamil
20	Physical Education

07. (1) *Eligibility*.—Every candidate should have fulfilled the following conditions :

- (i) Should possess a good character,
- (ii) Should be a citizen of Sri Lanka,
- (iii) Should have passed six subjects including Mathematics and First Language at the G.C.E.(O/L) or N.C.G.E. Examination in not more than 2 sittings,
- (iv) All candidates should prove their category the appointment by producing their original Letter of Appointment.

(II) Candidates who select the under mentioned courses should possess the qualifications mentioned below in addition to the above qualifications.

(a) *Sinhala Course :*

Should have obtained a Credit pass for Sinhala at the G.C.E. (A/L) Examination.

(b) *Science Course :*

- (i) Should have obtained at least two credit passes at the Senior School Certificate Examination or G.C.E. (O/L) Examination for Physics, Botany, Biology, Zoology, Chemistry, Mathematics (Biology will not be considered along with Botany and Zoology)

or

- (ii) Should have passed in Science and Mathematics with a Credit Pass for Science, in the New Syllabus

or

- (iii) Should have obtained passes in two of the above subjects at the G.C.E. (A/L) Examination.

(c) *Mathematics Course :*

- (i) Should have obtained at least two credit passes for Physics, Applied Mathematics, Advanced Mathematics, Elementary Mathematics, Pure Mathematics, Mathematics, Science at the G.C.E. (O/L) Examination (Old Syllabus) or the Senior School Certificate Examination ;

or

- (ii) Should have obtained passes at the G.C.E. (O/L) Examination for Mathematics and Science with credit pass for Mathematics, in the New Syllabus ;

or

- (iii) Should have obtained passes in two of the above subjects at the G.C.E. (A/L) Examination.

(d) *Agriculture Course :*

- (i) Should have obtained a credit pass for one of the following subjects at the G.C.E. (O/L) Examination (Old Syllabus) or at the Senior School Certificate Examination Agriculture, Chemistry, Botany, Zoology ;

or

- (ii) Should have obtained passes for Science and Agriculture with a Credit Pass for Agriculture, in the New Syllabus, at the G.C.E. (O/L) Examination ;

or

- (iii) Should have obtained a pass in one of the following subjects Agriculture, Chemistry, Botany and Zoology at the G.C.E. (A/L) Examination ;

or

- (iv) Should have obtained 'A' or 'B' pass in one of the above subjects. If it is at the N.C.G.E. Examination a letter from the Principal certifying the pre-vocational subject of the candidate is required ;

or

- (v) Should have obtained a training of not less than six months in a Government Farm related to Agriculture.

(e) *Home Science Course :*

- (i) Should have obtained a credit pass in Home Science or Needle work at G.C.E. (O/L) Examination or at the Senior Certificate Examination ;

or

- (ii) Should have obtained a pass in Home Science at the G.C.E. (A/L) Examination ;

or

- (iii) Should have obtained 'A' or 'B' pass in the above subjects. If it is at the N.C.G.E. Examination a letter from the Principal certifying the pre-vocational subject of the candidate is required ;

or

- (iv) Should have obtained a Certificate after studying Home Science at a Government Technical College for a period of not less than one year.

(f) *English Course :*

- (i) Should have an appointment as an English Teacher ;

or

- (ii) Should be a teacher in service with 1st, 2nd or 3rd Class English Teachers' Certificate ;

and

- (iii) Should have obtained a credit Pass for English Language or English Literature at the G.C.E. (O/L)/ London (O/L) Examination or at the Senior Certificate Examination

or

- (iv) Should have passed of English as a subject at a Higher Examination.

(g) *Religion Course :*

- (i) Candidates applying for a Course in Buddhism, Christianity (RC), Hinduism, Islam, Should have obtained a credit pass for the relevant religion at the G.C.E. (O/L) or Senior School Certificate Examination ;

or

- (ii) Should have obtained 'A' or 'B' pass for Religion at the N.C.G.E. Examination ;

or

- (iii) Should have obtained a pass in the subject indicated in (i) above or in a relevant subject at the G.C.E. (A/L) Examination.

(h) Art Course :

- (i) Should have obtained a Certificate from the Government College of Fine Arts (Three Years Course in Art) ;
or
- (ii) Should have obtained the Teachers' Certificate in Art (Sinhala/Tamil/English) ;
or
- (iii) Should have obtained a credit pass at the G.C.E. (O/L) Examination or at the Senior School Certificate Examination ;
or
- (iv) Should have obtained 'A' or 'B' pass in Art at the N.C.G.E. Examination (A letter from the Principal certifying the Aesthetic subject of the candidate is required) ;
or
- (v) Should have obtained a pass in Art at G.C.E. (A/L) Examination.

(i) Music Course :

- (i) Should have obtained the Final/Intermediate Certificate in Music of the Sri Lanka Gandharwa Sabha or the First Part in Peradiga Sangeetha Examination or Jathika Sangeetha Examination ;
or
- (ii) Should have obtained the Intermediate Certificate of the Government College of Fine Arts ;
or
- (iii) Should have obtained the Certificate in Music (Grade V) of the Northern Ceylon Oriental Music Teachers' Association ;
or
- (v) Should have obtained the Intermediate Certificate in Music from any recognized Indian Institution of Music ;
or
- (vi) Should have obtained a Credit pass for Music at the G.C.E. (O/L) or Senior School Certificate Examination ;
or
- (vii) Should have obtained a pass in Music at the G.C.E. (A/L) Examination ;
or
- (viii) Should have obtained 'A' or 'B' pass in Music at the N.C.G.E. Examination (A letter from the Principal certifying the Aesthetic subject of the candidate is required).

(j) Dancing Course :

- (i) Should have obtained the Final / Intermediate Certificate in Dancing of the Lanka Gandharwa Sabha or the First Part in Peradiga Netun Examination or Jathika Netun Examination ;
or
- (ii) Should have obtained the Intermediate Certificate of the Government College of Dancing ;
or

- (iii) Should have obtained the Intermediate Certificate in Dancing from any recognized Indian Institute of Dancing ;
or
- (iv) Should have obtained a Credit pass for Dancing at the G.C.E. (O/L) or Senior School Certificate Examination ;
or
- (v) Should have obtained pass in Dancing at the G.C.E. (A/L) Examination ;
or
- (vi) Should have obtained 'A' or 'B' pass in dancing at the N.C.G.E. Examination (A letter from the Principal certifying the Aesthetic subject of the candidate is required.).

(k) Arabic Course :

- (i) Should have obtained a pass in Stage I and II of the Al-Alim Preliminary Examination held by the Department of Examinations or should have obtained a pass in Arabic at the G.C.E. (O/L) Examination ;
or
- (ii) Should have obtained a pass in the Final Examination of a recognised Madrasa Institute. The recognized Madrasa Institutes are given below :

 - (1) Bahijathul Ibrahimiya Arabic College, Fort, Galle.
 - (2) Gafuriya Arabic College, Maharagama.
 - (3) Madrathul Bari Arabic College, Weligama.
 - (4) Kasimiya Arabic College, Puttalam.
 - (5) Nadwatul Ulema Arabic College, Muttur.
 - (6) Eastern Lanka Arabic College, Addalachchenai.
 - (7) Madrasathulfula Arabic College, Kathankudi.
 - (8) Muslim Ladies Arabic College, Kal Eliya.
 - (9) Madrasathul Jeffriya Arabic College, Galle.
 - (10) Hiydadiya Arabic College, Madampe.
 - (11) Nadwathul Buhari Arabic College, Kinniya.
 - (12) Madrasathul Nooraniya Arabic College, Kotuwegoda, Matara.
 - (13) Makkiya Arabic College, Galle ; or
 - (14) Any other approved Institute (Proof of recognition of the Institute should be forwarded at the interview).

- (iii) The teachers of all other appointment with the qualification of the above (i) or (ii) can be applied for this course.

(l) Special Education Course (Sinhala Medium) — There are 3 divisions in this Course :

- (i) Teaching children who are visually handicapped (Blind) ;
- (ii) Teaching children who are in the category of hearing impaired (Deaf) ;
- (iii) Teaching children who are mentally retarded.

Candidates should indicate the division preferred in their application. In the selection, special consideration will be given to those having a knowledge in English.