

LIMITED COMPETITIVE EXAMINATION FOR RECRUITMENT TO GRADE II OF CLASS 2 OF SRI LANKA PRINCIPALS' SERVICE - 2005

APPLICATIONS are invited in accordance with the following notification for the Limited Competitive Examination to be held for the recruitment to Grade II of Class 2 of Sri Lanka Principals' Service under the Ministry of Education.

The term "Service" in this notification shall mean Sri Lanka Principals' Service and the term "Minutes" shall mean the Minute of Sri Lanka Principals' Service.

01. Date of the Examination and the city :-

- (i) This examination will be held in November, 2005. Ministry of Education reserves the right to postpone or to cancel the examination.
- (ii) The examination will be held in examination centers located in the main cities in the following districts. If a number of candidates sufficient for establishing a centre is not available please note that such candidates will be referred to a centre located in adjacent city.

<i>District</i>	<i>Code No.</i>
Colombo	01
Gampaha	02
Kalutara	03
Kandy	04
Matale	05
Nuwara Eliya	06
Galle	07
Matara	08
Hambantota	09
Kurunegala	10
Puttalam	11
Anuradhapura	12
Polonnaruwa	13
Badulla	14
Moneragala	15
Ratnapura	16
Kegalle	17
Ampara	18
Batticaloa	19
Trincomalee	20
Jaffna	21
Mullativu	22
Mannar	23
Kilinochchi	24
Vavuniya	25

The Commissioner General of Examinations reserves the right to cancel any examination centre for which a sufficient number of applicants have not applied.

02. Number of persons to be appointed and the effective date of appointment. - The number of persons to be appointed and the effective

date of appointment will be decided by the Public Service Commission. The Public Service Commission reserves the right to fill a certain number of vacancies or all vacancies or to refrain from filling.

03. *Conditions of Service* : Selected candidate will be appointed to Grade II of Class 2 of the Service subject to conditions stipulated under the Minute of the Sri Lanka Principals' Service published in the *Gazette Extra Ordinary* No. 1086/26 dated 02.07.1999 of the Democratic Socialist Republic of Sri Lanka and to the amendments to be made in the said Minute here after and to the general conditions governing the appointments in the Public Service. After being appointed accordingly, a place of work will be assigned adaptable to the class and the officer should assume duties in such place of work. It should be noted that the appointment will be cancelled if duties are not assumed accordingly.

04. *Annual Consolidated Salary Scale* - For Grade II of Class 2 :- Rs. 1,47,600-7 x 4200 - Rs. 1,77,000

05. *Eligibility*:- An Officer who hold the following qualifications will be eligible to appear for the Limited Competitive Examination for appointment to Grade II of Class 2 of the Service.

- (i) Should be a teacher who has completed a satisfactory period of service of not less than 10 years after training or a Graduate teacher who has completed a satisfactory period of not less than 5 years service as a Graduate teacher.
- (ii) Should have been confirmed in the post.

Note : An officer who has not earned all salary increments during the period of five years immediately preceding 31.12.2004 and an officer who has been punished for some offence during such period (except warnings) will not be eligible to appear for this examination.

- (iii) An officer who is under interdiction on the closing date of applications will also not be eligible to appear for this examination.

06. *Examination Fee* : Examination fee is Two Hundred (Rs. 200). It should be paid at a Divisional Secretary's office, at the General Treasury or at a Post Office to be credited to Item 5 Sub Head 2 Revenue Head 6 before the closing date of applications and the receipt received for such payment should be affixed at the cage provided for in the application. This fee will not be refunded.

07. Method of application :-

- (a) Application should be prepared by the candidate himself in accordance with the specimen form annexed this Notification by using both sides of a 8 ½" x 12" size paper. (Items 01 to 04 should appear in the first page and the remaining items in the other page)
- (b) Candidate should forward the application in the language medium he is eligible to sit for the examination.

Apart from this the items from (i) to (iv) in first paragraph should be filled in English Capital letters.

- (c) The applications for this examination should be forwarded with the recommendation of Provincial Director of Education/Additional Provincial Director of Education or Zonal Director of Education or Principal, under registered post to reach on or before 10.10.2005 addressed to Commissioner General of Examinations, Department of Examinations, Pelawatta, Battaramulla. An officer serving in a school should forward his/her application through the Principal of the school while an officer or Principal who is temporarily attached to an Education Office should forward the application through the Principal or Provincial Director of Education/Additional Provincial Director of Education or Zonal Director of Education. The words "Limited Competitive Examination for recruitment to Grade II of class 2 Sri Lanka Principals' Service" should be written on the top left hand of the envelope enclosing the application.

- (d) Applications received after the closing date and those which are not complete in all respects will be rejected. Any complaints made relating to applications lost or delayed in the post will not be considered.

- (e) Applications will not be acknowledged and immediately after issuing Admission Cards to the candidates the Commissioner General of Examinations will publish a Notification in the News Papers to that effect. Candidates are requested to be vigilant on such notification and if any candidate does not receive his Admission Card at least seven days before the date of the examination he should notify to that effect immediately to the Commissioner General of Examinations Department of Examinations, Pelawatta, Battaramulla along with the following information (Telegraphic address "Exams Colombo")

- (i) Name of Examination
- (ii) Candidate's name in full
- (iii) Address
- (iv) Date of posting the application, Registered letter number and name of Post Office.

08. *Appearing for the Examination :-*

- (a) Commissioner General of Examinations will issue Admission Cards to all candidates who had forwarded their applications. Every candidate appearing for the examination should prove his/her identity to the Supervisor of the Examination Hall. A candidate who fail to submit his/her admission card will not be allowed to appear for the examination.
- (b) Candidates should sit for the Examination in the Examination Hall assigned to him/ her and hand over the admission card to the Supervisor of the Examination Hall when appearing for the first question paper. Candidates' attention is also drawn to the Code of

Regulations published by the Commissioner General of Examinations under the General Conditions of Appointments to Public Service appearing in the *Gazette* in which this Notification is published.

Note : The issue of an admission card to any candidate should not be treated as an acceptance of his/her eligibility to appear for the examination

09. *Identity :-* A candidate will be required to prove his/her identity at the Examination Hall to the satisfaction of the supervisor for every subject he appears. For this purpose, only following documents will be accepted.

- (a) National Identity Card issued by the Department of Registration of Persons,
- (b) a Valid Passport.

10. *Furnishing false information :-* If a candidate is found to be ineligible, his/her candidature is liable to be cancelled at any stage prior to, during or after the examination, If any of the particulars furnished by candidate is found to be false within his/her knowledge or if he/she has willfully suppressed any material fact, he/she is liable to be dismissed from Public Service.

11. Regarding any matters not covered by these regulations, the Ministry of Education shall use its discretion.

12. *Examination Medium :-*

- (a) This examination will be held in Sinhala, Tamil and English languages ;
- (b) A candidate should appear for this examination only in the language medium that he/she passed the examination or interview that he/she was qualified to enter the Public Service or in the Official Language.

Note :

- (i) A candidate should answer every question paper only in the language medium applied for by him/her.
- (ii) Candidates will not be allowed to change the language medium indicated by them in the application.

13. *Method of testing :-* An examination consisting of written papers in the following subjects and an interview or interviews :-

- (i) Comprehension - 100 marks - 1 ½ Hour Paper
- (ii) General Knowledge - 100 marks 2 Hour Paper
- (iii) Education policy and administration - 100 marks - 3 Hours Interview - 150 marks.

14. *Syllabus :-*

- (i) *Comprehension* - 1 ½ Hours - Questions will be set to assess the candidate's ability to grasp the meaning of a passage of passages.
- (ii) *General Knowledge* - 2 Hour Paper. A question paper designed to test the candidate's awareness of the

environment in which he lives and works including the political, social, economic and technological environment and matters of current, national and international interest. A choice of questions will be allowed.

- (iii) Educational Policy and administration – 3 Hours. A candidate is expected to be familiar with the following : Uses and aims of education ; size of the education sector and spending, access and equality ; relevance and efficiency;

Organization and management of the Ministry of Education including Provincial Departments and the school system ; educational planning with special focus on school level and regional level planning.

15. Method of Selection :-

- (a) Selection for appointment will be made based on the merit order of marks obtained at the written examination.

In the event of several candidates The Ministry of Education will make obtaining an equal number of marks a decision.

- (b) The number of candidates to be called for the Test for Verification of qualifications will be equivalent to the number of vacancies required to be filled under the ethnic ratio in terms of Public Administration Circular No. 15/90 based on the order of highest marks obtained at the written examination. No marks will be given at the Test held for verifying the qualification and it will be conducted only for testing basic qualifications, satisfactory service records, certificates and health condition.

- (c) If there are no qualified candidates available under the marks priority list for filling one or more vacancies falling under any ethnic category the Ministry of Education has the right to call candidates who have obtained marks next in the list under such ethnic category for a test to verify their qualifications for selecting suitable persons.

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

LIMITED COMPETITIVE EXAMINATION FOR
RECRUITMENT TO CLASS 2 GRADE II IN SRI LANKA
PRINCIPALS' SERVICE – 2005

Index No. :

(For Office use)

City applied for

(i) _____

(ii) _____

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(City Number)

(Please see list of cities and numbers in Gazette Notice)

01. (i) Name with initials (In English) :_____.
(ii) Names denoted by initials (In English) :_____.
(iii) Official Address (with District Number) (In English) :_____.
(iv) Private address (In English) :_____.
(If the address is changed it should be notified immediately)
(Items (i), (ii), (iii) and (iv) at (1) above should be completed in English Capital letters)

02. Language medium appearing for the examination (English letter relevant to the language medium applied for should be indicated in the cage Language medium applied for shall not be changed later) :

Sinhala - S
Tamil - T
English - E

03. Sex (Please indicate in the relevant cage) :

Female - 01
Male - 02

04. Ethnic category (Please write in the relevant cage) :

Sinhalese 01
Sri Lankan Tamil 02
Sri Lankan Muslim 03
Indian Tamil 04
Burgher 05
Malay 06
Other 07

05. (i) Date of Birth :_____.

- (ii) Age on 31.12.2004 :

Years :_____, Months :_____, Days :_____.

06. (i) Date and place of work of the first appointment to Public Service as a teacher :_____.

- (ii) Period of Service on 31.12.2004 :

Years :_____, Months :_____, Days :_____.

07. (i) Date of passing the Degree and the University :_____.

Year :_____.

Name of University :_____.

- (ii) Date of validity of the Degree Certificate :_____.

- (iii) Subjects passed in the Degree Examination :_____.

- (iv) Period of service as a Graduate Teacher/Teacher on 31.12.2004 :

Years :_____, Months :_____, Days :_____.

08. (i) Year of Teacher Training and Teachers' College :_____.

Year :_____.

Name of Teachers' College :_____.

- (ii) Date of validity of Trained Teachers' Certificate :_____.

- (iii) Course followed in Teacher Training :_____.

- (iv) Period of service after training up to 31.12.2004 :

Years :_____, Months :_____, Days :_____.

09. Date, if you were confirmed in the post held at present :——.

10. Language medium of the examination passed qualifying you to enter Public Service :——.

Please affix the cash receipt here firmly

11. Candidates' Declaration :

I hereby declare that I have earned all increments (except the increment under condition of passing Service or Departmental Examinations) within the period of five years immediately preceding 31.12.2004 and have not been subjected to any disciplinary or other punishment (other than warnings). I further declare that I am eligible to sit for the Limited Competitive Examination and the information furnished herein are true and correct to the best of my knowledge and that the cash receipt bearing No. dated for payment of examination fees is affixed hereto I agree to abide by the rules and regulations relating to the examination and if it is revealed that I am not eligible according to such regulations before or during or after the examination my candidature will be cancelled.

_____,
Signature of candidate.

Date :——.

12. Certificate of the Provincial Director of Education/Additional Director of Education/Zonal Director of Education/Principal :

I hereby certify that Rev./Mr./Mrs./Miss forwarding this application is serving in my office/School/has earned all increments during the period of 5 years immediately preceding 31.12.2004 (except the increments under the condition of passing service or departmental examination) and has not been subjected to any disciplinary punishment (other than warnings) and that the information furnished in the application are found to be correct and that he/she is eligible to sit for the examination in terms of the regulations in the *Gazette* Notification and the facts given in item 01 to 11 are true and correct and that he/she signed this application in my presence.

_____,
Signature of Provincial Director of Education/Addl.
Director of Education/Zonal Director of
Education/Principal
(Official Frank)

Name :——.

Designation :——.

(In the case of a Principal, please indicate the name of the school)

Date :——.

Place :——.

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