

All candidates who are teachers in Private Schools approved by the Ministry of Education should have a minimum of one year continuous service on 30.04.2004. They should produce at the interview a letter from the Provincial / Zonal Director of Education certifying their date of first appointment and that the teacher belongs to the approved staff of the school.

Pirivena teachers should have minimum service of two (02) years as on 30.04.2004. For this approved service will be recognised under the Pirivena Act, of 1959 or Pirivena Act, No. 64 of 1979.

At present, Pirivena teachers can apply only for the courses in Sinhala, Science, Mathematics, English and Buddhism. (They should obtain training in the subject for which they were appointed).

Private School and Pirivena teachers should submit a declaration by the Managers at the interview with regards to the following :

- (i) That the teacher could be released from service for the period of training,
- (ii) That the Teacher's salary will be paid during the period of training,
- (iii) That the teacher could be re-employed by the Management after completion of their training,
- (iv) That no request will be made for replacement of the teachers selected for the training and that their duties will be distributed among the other members of the staff.

Teachers selected from Private Schools and Pirivenas, should sign an Agreement before their registration to the effect that "No requests will be made by them for employment in Government Schools, after completion of their training".

Teachers from Private Schools should submit the originals of their letters of appointment after getting them endorsed by the Provincial Director of Education. In the case of teachers who obtained their appointment before the age of 18 years, their date of appointment will be made effective from 18th birthday. The letter of appointment should be certified correct by the Provincial Director of Education concerned, if it has been signed by any other officer.

(09) Application for Selection :

- (i) Application should be prepared in accordance with the Specimen given in this Gazette Notification.
  - (a) Application should be made in the medium in which the candidate wishes to follow the course.
  - (b) Application Form should be prepared on a sheet of paper of 8" x 12" size use both sides.
  - (c) No alteration or deletion of any cage should be done. Care should be taken to keep adequate space between the cages and to avoid any over - crowding.

(ii) Candidate should fill in the application properly. In-complete applications will be rejected. Special attention of the candidates is drawn to the following.

- (a) Every candidate must give his / her name as registered in the Department.
- (b) Application should be forwarded through the Head of the School ; if the candidate is a Head of a School he / she should forward the application through the Director of Education in charge of the Division / Zone.
- (c) In forwarding application they should be addressed as follows :

Application of untrained teachers (including English) of Jaffna District to : Principal, Teachers' College, Kopay.

Application of untrained teachers (excluding English) who apply in the Tamil medium from Batticaloa and Trincomalee Districts to : Principal, Teachers' College Batticaloa.

Application of untrained teachers (excluding English) who apply in the Tamil medium from Mannar, Kilinochchi, Vavuniya and Mullativu Districts to : President, National College of Education, Vavuniya.

- (d) Other than the above mentioned districts all Tamil Medium and Sinhala Medium Applications (Including English) and all applications of English Course of Chief Commissioner, Teachers Education Branch Ministry of Human Resource Development Education and Cultural Affairs, Isurupaya, Battaramulla.
- (e) All applications should be forwarded under registered cover to the relevant address to reach on or before 30.04.2004. The word "Selection for Teachers Training - 2004. Name of Course ..... Medium ..... District ....." Should be written on the left hand corner of the envelop enclosing the application.
- (f) Late applications will be rejected and :

- (i) Application will not be acknowledged,
- (ii) No other documents should be attached to the application,
- (iii) Should be prepared to submit originals (not Photo Copies) of all Certificates and other documents at the interview.

V. K. NANAYAKKARA,  
Secretary,  
Ministry of Human Resource Development  
Education and Cultural Affairs.

26th February, 2004,  
Ministry of Human Resource  
Development Education and Cultural Affairs,  
"Isurupaya",  
Battaramulla.

**SPECIMEN APPLICATION FORM**

(Please use both sides of a sheet of paper of the size of 8" x 12")

MINISTRY OF HUMAN RESOURCE DEVELOPMENT, EDUCATION AND  
CULTURAL AFFAIRS SELECTION OF TEACHERS TO FOLLOW TEACHER  
TRAINING COURSE IN TEACHERS' COLLEGE — 2004

01. Medium :

02. Date of assuming duties according to Letter of  
appointment :

03. Name of Course :

04. Category of First Appointment  
(State the Subject) :

05. If you are a teacher registered for Distance Teacher Education  
Course :

(i) Course : \_\_\_\_\_,

(ii) Year : \_\_\_\_\_,

(iii) Final Results : \_\_\_\_\_,

06. Full name (Surname First) : \_\_\_\_\_,

07. Name used with initials : Rev/Mr/Mrs/Miss : \_\_\_\_\_,

08. Sex : \_\_\_\_\_,

09. Official Address : \_\_\_\_\_,

10. Category of the School Serving :   
(Whether Govt. / Private / Pirivenas / Plantation)

11. Private Address : \_\_\_\_\_,  
(Private Telephone Number / Contact Telephone Number)

12. (i) Date of Birth :

(ii) Age as on 30.04.2004

Year : \_\_\_\_\_, Months : \_\_\_\_\_, Days : \_\_\_\_\_,

13. The School serving belongs to :

(i) District :

(ii) Zonal Education Office :

14. Educational Qualifications : \_\_\_\_\_,

(i) Results of G.C.E. (O/L) / N.C.G.E. Examination :

Index No. : \_\_\_\_\_,

Year : \_\_\_\_\_

Index No. :		
Year :		
Subjects Passed	Grade Obtained	
	First Time	Second Time
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		

(ii) Results of G.C.E. (A/L) Examination :

Index No. :

Year :

Index No. :		
Year :		
Subjects Passed	Grade Obtained	
	First Time	Second Time

(iii) Please give details if there are any relevant  
qualifications :

Institute	Subject	Duration	Certificate

## 15. Service Particulars :

School Served	Period of Service	Whether difficult or Not

I, certify that the above information is true and correct. In the event of any information herein being found to be false, I agree to abide by the decision taken by the Secretary, Education. I am aware of the fact that the decision to select me or not to select me will depend on the number of teachers and students in the school and service requirements.

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

Date : \_\_\_\_\_,

The section below should be filled in by the Principal of the school in the case of a teacher and by the Director in charge of the Zone concerned in the case of a Principal.

- (i) The number of teachers in the staff at present.
- (ii) Number of students.
- (iii) Whether the existing staff in the school will be sufficient for the number of students, if the teacher is released for teacher training.

I, certify that the above candidate is a teacher/Principal serving in my school/Zone. In his/her first appointment he/she has assumed duties on ..... and is serving in this school from ..... up to date. I have examined the particulars given in this application and certify them as correct.

\_\_\_\_\_,  
Principal/Zonal Director of Education  
(Official Frank)

Date : \_\_\_\_\_,

03-331