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The Gazette of the Democratic Socialist Republic of Sri Lanka
EXTRAORDINARY

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PART I : SECTION (I) — GENERAL

Government Notifications

MINUTE OF THE SRI LANKA PRINCIPALS SERVICE

05th Amendment

THE Minute of the Sri Lanka Principals Service published in the *Gazette Extraordinary* No. 1885/31 dated 22.10.2014 of the Democratic Socialist Republic of Sri Lanka as amended by the *Gazettes Extraordinary* mentioned in Part I below is amended as following Part II. The other terms and conditions therein remain unchanged.

By order of the Public Service Commission,

W. H. M. M. C. K. DAYARATNE,
Secretary,
Public Service Commission.

On 16th September, 2025.

Part I

Amendment No. 01 - *Gazette Extraordinary* No. 2004/59 dated 02.02.2017

Amendment No. 02 - *Gazette Extraordinary* No. 2076/14 dated 19.06.2018



Amendment No. 02 - *Gazette Extraordinary* No. 2079/39 dated 11.07.2018

Amendment No. 03 - *Gazette Extraordinary* No. 2208/18 dated 30.12.2020

Amendment No. 04 - *Gazette Extraordinary* No. 2255/55 dated 26.11.2021

Part II

Substitute the word “Grade” for the word “Class” wherever it appears from Paragraphs 02 to 05.

06. Posts belonging to the Service: -

6.2 The Consolidated number of posts are amended as follows

<i>Grade</i>	<i>Number</i>
Grade I	3532
Grade II/III	12980

07. Method of Recruitment to Service: The following Sections mentioned under 7.2 will be amended

Section 7.2.1 is amended as follows

7.2. 1 Grade to which recruitment is made: Grade III of the Sri Lanka Principals Service

7.2.4. Method of Recruitment

7.2.4.3.1 General Interview:

The Section “Based on the aggregate of marks obtained at the written examination, candidates constituting twice the number of vacancies in the order of merit of the highest marks will be called for the general interview. Those who are found to be eligible from such interview will be called for the structured interview” will be removed.

Remove the existing 'Note' and insert the following “**Note**”.

Note:

- I. Candidates will be given the opportunity to apply for three districts where vacancies are available, as per their preference, and the districts where vacancies are available in each medium will be published in the notice for calling for applications.
- II. The number of vacancies available in each district, in Sinhala and Tamil media, will be published prior to the interview.
- III. Based on the merit order of the marks secured at the written examination, a number of candidates who have indicated their preference for each district, amounting to not less than twice the number of available vacancies in that district in Sinhala and Tamil media will be called for a general interview. (In cases where the number of vacancies in a particular district is less than ten (10), not less than twenty (20) candidates will be called for the interview.)
- IV. At the general interview, only the basic qualifications will be examined, and all candidates who participate in the general interview will have the opportunity to participate in the structured interview. Attending the structured interview shall not be treated as an acceptance that the candidate has fulfilled the basic qualifications.
- V. Officers will be recruited based on the order of merit determined for each district as per the aggregate of marks obtained at the written examination and the structured interview. Candidates who qualify for more than one district will be

recruited according to the order of preferences indicated in the application. Under no circumstances candidates will be allowed to change the order of preferences stated in the applications, at a later stage.

- VI. An officer recruited for a particular district, as referred to above, should serve in that district for a minimum period of five (5) years before transferring out of the district"
- VII. Where it is unable to recruit officers for the total number of vacancies available in a district, general and structured interviews will be conducted again for the remaining vacancies in accordance with the procedure referred to above.
- VIII. If the number of officers who have passed the written examination is not sufficient to fill the vacancies available in a district, recruitment for the remaining vacancies will be made based on the order of merit at the province to which the district belongs and at the all - island level respectively.

08. Efficiency Bar:

8.1 Table will be amended as follows.

Which of the Efficiency Bars	Before how many years the Efficiency Bar to be passed	Nature of the Efficiency Bar Written Examination / Trade Test /Certificate Course / Other
Efficiency Bar 1	Before Three (03) years following the recruitment to Grade III of the Sri Lanka Principals Service	Written Examination Appendix "B"
Efficiency Bar 2	Before Three (03) years following the promotion to Grade II of the Sri Lanka Principals Service	Written Examination Appendix "C"

09. The provisions stated in 9.1, 9.2, and 9.3 with regard to the acquisition of the proficiency in link language under 'language proficiency' will be removed.

10. Grade Promotions:

Section 10.1.1 (ii) will be amended as follows.

- (ii) Should have completed an active and satisfactory period of at least six (06) years in Grade III of the Service on the date of becoming eligible for promotion and earned six (06) salary increments.

Section 10.1.2 will be amended as follows.

10.1.2 Method of Promotion:

The Appointing Authority, when those officers who meet with necessary qualifications forward their applications in the prescribed form to him, will, following the scrutiny of qualifications, make the appointment to Grade II with effect from the date on which they become eligible. The form of application concerned is at Appendix "D".

Section 10.2.1 (i) will be amended as follows.

10.2.1 Requirements that should be fulfilled

- (i) Minimum Six years (06) of an active and satisfactory service period should have completed under Grade II as at the date eligible for promotions whereas Six (06) salary increments should have also earned.

Section 10.2.2 will be amended as follows.

10.2.2 Method of Promotion

The Appointing Authority, when those officers who meet with necessary qualifications forward their applications in the prescribed form to him, will, following the scrutiny of qualifications, make the appointment to Grade I with effect from the date on which they become eligible. The form of application concerned is at Appendix "E"

11. Appointment to the Posts: -

Class 1 and Classes 2 and 3 in the table will be amended as Grade 1 and Grades 11 and 111.

13 Skill Development: -

13.2 Section 13.2.1 and 13.2.2 under Capacity Building will be amended as follows

13.2.1 Capacity Building Training Course - 1:

All officers within six (06) years of the appointment to the Principals Service should successfully complete the capacity building training course 1 over a period of one month conducted by an institute authorized by the Secretary of Education of the line Ministry.

13.2.2 Capacity Building Training Course - 2:

All officers within six (06) years of the appointment to Grade II of the Principals Service should successfully complete the capacity building training course - 2 over a period of one month conducted by an institute authorized by the Secretary of Education of the line Ministry

17. The Scheme of Absorption:

17.4 The procedure of absorption will be amended as follows.

17.4 The procedure of absorption :

17.4.1 All officers who are in Class 3 of the Sri Lanka Principals Service as at the date on which this Service Minute comes into force will be absorbed into Grade III of the Service.

17.4.2 All officers who are in Class 2 Grade II of the Sri Lanka Principals Service as at the date on which this Service Minute comes into force will be absorbed into Grade II of the Service.

17.4.3 All officers who are in Class 2 Grade I of the Sri Lanka Principals Service as at the date on which this Service Minute comes into force, and have fulfilled the qualifications to be promoted in to Class 1 of the Sri Lanka Principals Service as at the date of 01.07.2008 in accordance with the previous Service Minute, will be absorbed in to Grade 1 of the service and all other officers under Class 2 Grade 1 will be absorbed in to Grade II of the service.

17.4.4 All officers who are in Class 1 of the Sri Lanka Principals Service as at the date on which this Service Minute comes into force will be absorbed into Grade 1 of the Service

03 (a) in the Appendix "A" will be amended as follows.

03 (a) This examination will be held in the media of Sinhala, Tamil and English.

Appendix "B" will be amended as follows.

Appendix "B"

Efficiency Bar Examination for the Grade III of Sri Lanka Principals Service

01. Efficiency Bar Examination for the Class III of Sri Lanka Principals Service consists of following subjects

Question Paper	Time	Total Marks	Pass Marks
1. Provisions of the Establishments Code & Procedural Rules of the Public Service Commission	02 hrs.	100	40
2. Financial Administration in the Schools and Financial Regulation	02 hrs.	100	40
3. Link Language (English)	03 hrs.	100	40

02. An officer may offer the subjects concerned on one and the same occasion or on several occasions separately

03. At least 40% of marks should be obtained to secure a pass in each of the question papers.

04. Syllabus

(i) Provisions of the Establishments Code & Procedural Rules of the Public Service Commission. - Duration of 02 hours.

Paragraphs in the Establishments Code: - Knowledge of the Chapters VII, VIII, IX, X, XI, XXIII, XXV, XXVI, XXVII, XXVIII, XXIX, XXX, XXXI, XXXII, XXXIII, XLVII, XL VIII and the knowledge of the Procedural Rules of the Public Service Commission will be tested.

(ii) Financial Administration of the School and Financial Regulation - Duration of 02 hours.

General understanding on budget estimates, financial control and delegation of financial responsibilities, acceptance, accounting and acquisition of cash, payments, custody of public finance, imprest and bank accounts, works and services, survey of goods, audit queries, ledgers used in the government offices, summaries of income and expenditure, bank reconciliations, unpaid wages, circulars issued on official telephones and financial regulations will be tested.

(iii) Link Language (English)- Duration of 03 hours.

Syllabus

Suitable level of proficiency on the following forms of grammar in the written language is expected from the candidate: -

- Tenses and Numbers
- Sentences (Simple/Compound/Complex/Compound Complex)
- Relative Clauses
- Reported Speech
- Adjectives and Adverbs
- Determiners
- Prepositions

The knowledge on the modern formats and styles of writing is tested in following area of study:

- Summary writing
- Report writing
- Essay writing

Note: - The officers with following qualification shall be considered as officers who have fulfilled the requirement of passing over the link language in terms of the Public Service Commission Circular 08/2020 with effect from 01.07.2020

- a. Officers who have completed a Degree/ Postgraduate degree in the medium of English,
 - b. Officers who have passed the subject of English (Not as an additional subject) at the G.C.E. (A/ L) Examination
 - c. Officers who have obtained a Credit or a higher pass for the subject of English (Not as an additional subject) at the G.C.E. (0/ L) Examination
 - d. Officers who have sat for the examination for the recruitment to service in medium of English
5. (a) Paper 01 and Paper 02 of this examination will be held in the media of Sinhala and Tamil languages and Paper 03 will be held in English medium.
- (b) Candidates should sit the papers 01 and 02 of this examination in a medium of language of their choice and the Paper 03 of this examination in English medium.

The heading and No. 01 of the Appendix “C” will be amended as follows.

Appendix “C”

EFFICIENCY BAR EXAMINATION FOR GRADE II OF THE SRI LANKA PRINCIPALS SERVICE

01. The Efficiency Bar Examination for Grade II of the Service consists of following subjects.

Appendix “D” will be removed.

The existing Appendix "E" will be amended as "D", and the Appendix "F" will be amended to "E".

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