Limited Competitive Examination for
Recruitment to Class III of the Sri Lanka Education Administrative Service
By Order of the Public Service Commission
2015 / 2016

Applications are called, on the direction of the Public Service Commission, from the following suitable officers for the limited competitive examination to fill existing 515 vacancies in Class III of the Sri Lanka Education Administrative Service. Applications prepared according to the format given at the end of this notice should be forwarded on or before the date given below to the Commissioner General of Examinations, Organizations and Foreign Examinations Branch, Department of Examinations, Post Box 1503, Colombo, under registered cover. The top left hand corner of the envelope should clearly carry the words “Limited Competitive Examination for Recruitment to Class III of the Sri Lanka Education Administrative Service – 2015 / 2016”. Further, the name of the examination should be written in Sinhala applications in addition to Sinhala in English, and in Tamil applications in addition to Tamil in English.

The closing date of applications: - 01.02.2016

Note- No complaints shall be considered to the effect that an application or documents connected therewith were lost or delayed in the post. Any loss that may result by delaying the application to the last date will have to be borne by the applicant.

1. Method of Recruitment

a. Qualified applicants from those who sat for all subjects shall be called for an interview for recruitment. Total number of applicants calling for the interview shall be equal to the number of vacancies and 50% thereof. Marks of the written examination shall not be given to the interview board. The criteria of marks for the interview have been given in the paragraph No 10 of this notification. Existing number of vacancies in class III shall be filled according to the merits of total marks obtained for the written examination and the interview. The Public Service Commission has the right to fill all or a certain number of vacancies.

Selected applicants from the limited competitive examination shall be placed in Southern, Sabaragamuwa, Central, Wayamba, North Central, Uva, Eastern and Northern provinces to fill in following vacancies.

<table>
<thead>
<tr>
<th>Subject</th>
<th>No of Vacancies</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Carder</td>
<td>79</td>
</tr>
<tr>
<td>Sinhala</td>
<td>40</td>
</tr>
<tr>
<td>Tamil</td>
<td>41</td>
</tr>
<tr>
<td>English</td>
<td>37</td>
</tr>
<tr>
<td>Mathematics</td>
<td>25</td>
</tr>
<tr>
<td>Science</td>
<td>26</td>
</tr>
<tr>
<td>Commerce</td>
<td>15</td>
</tr>
<tr>
<td>Health Studies</td>
<td>38</td>
</tr>
<tr>
<td>Buddhism</td>
<td>23</td>
</tr>
<tr>
<td>Christianity</td>
<td>2</td>
</tr>
<tr>
<td>Hindu</td>
<td>3</td>
</tr>
<tr>
<td>Islam</td>
<td>2</td>
</tr>
<tr>
<td>Planning</td>
<td>31</td>
</tr>
<tr>
<td>Information Technology</td>
<td>10</td>
</tr>
</tbody>
</table>
Conditions of employment in the service

(i) Subject to the conditions set out in the service minute of the Sri Lanka Education Administrative Service published in the Gazette Extra-ordinary of the Democratic Socialist Republic of Sri Lanka No 1928/28 dated 21.08.2015 and the amendments made thereafter to the said service minute, and subject to the general conditions governing appointments to the government service, the selected candidates shall be appointed to Class III of the service.

(ii) This post is permanent and pensionable. Contributions have to be paid for the Widows’/Widowers’ and Orphans’ Pension (W&OP).

(iii) Officers appointed to this post are subject to a probationary period of one year.

(iv) If a person appointed to the General Cadre has not served as a principal of a government school for a minimum period of 3 years prior to the appointment, she/he should, upon his appointment, serve a minimum period of 3 years as a principal of a government school. When the period of service is less than 3 years, the period that she/he has to serve as a principal shall be equal to the difference between her/his period of service and 3 years.

(v) The officers appointed to the posts of class III shall be placed as per existing service requirements to the posts in the central government or provincial public service.

(vi)

<table>
<thead>
<tr>
<th>Language</th>
<th>Expected Proficiency level</th>
</tr>
</thead>
<tbody>
<tr>
<td>National Language</td>
<td>Officers who joined the service in a language other than an official language should obtain proficiency in one official language prior to be made permanent in the post</td>
</tr>
<tr>
<td>Other National Language</td>
<td>In accordance with the provisions of Public Administrative Circulars 01/2014 and circulars thereof, the level of proficiency in respect of the other language should be obtained</td>
</tr>
<tr>
<td>Link Language</td>
<td>Within three (3) years of the date of recruitment the proficiency in the link language (English Language) should be obtained. Annexure 7 of the service minute of Sri Lanka Education Administrative Service describes the relevant examination on link language. Note: If an officer has obtained a credit pass or above at G.C.E. (O/L) examination or being recruited to the administrative service in English medium she/he will be exempted from the requirement of link language.</td>
</tr>
</tbody>
</table>
The procedural rules of the Public Service Commission, Circulars issued from time to time governing the Public Service and the conditions of the Service Minute of the Sri Lanka Education Administrative Service with its amendments are applicable to this post.

2. **Salary Scale.**

   This post is entitled to the salary scale SL-1-2006 Rs. 22,935 – 10 x 645 - 8 x 790 - 17 x 1050-53,555/- (monthly) in terms of the Public Administrative Salary Circular No 6/2006

3. **Eligibility**

   3.1. Teachers / Principals currently serving in government schools, government approved assisted schools and pirivena AND who have adequately satisfied following qualifications are eligible to appear the limited competitive examination.

4.1 Educational Qualifications
   a. **General Cadre**
      i. A graduate teacher with a degree from a recognized university or the National Institute of Education, **OR**
      ii. A teacher with the certificate of National Diploma in Teacher Training or Trained Teacher Certificate, **OR**
      iii. An officer belongs to the Sri Lanka Principals’ Service
   b. **Special Cadre**
      i. A graduate teacher with a degree from a recognized university for the relevant subject, **OR**
      ii. A teacher with the certificate of National Diploma in Teacher Training or Trained Teachers’ Certificate for the relevant subject, **OR**
      iii. For Engineering technology under the technological stream, a teacher with the four year Higher National Diploma in Engineering (HNDE) offered by the Sri Lanka Institute of Advanced Technological Education **OR** three year National Diploma in Technology (NDT) offered by the University of Moratuwa, **OR** four year National Diploma on Engineering offered by Technical Training Institute in Katunayake, **OR** Diploma in Technology (DT) offered by Open University of Sri Lanka, **OR** having National Vocational Qualifications Level 6 (NVQ Level 6) offered by the institutions approved by Sri Lanka Tertiary and Vocational Training Commission.

4. **Experience**

   4.1. **General Cadre**
       To apply under the General Cadre the applicant must be,
       i. A graduate teacher **with** at least five (05) year recent active and satisfactory period of service with adequate teaching experience, **OR**
ii. A teacher with the certificate of National Diploma in Teacher Training OR Trained Teachers’ certificate with at least seven (07) year recent active and satisfactory period of service and adequate teaching experience, OR

iii. A graduate teacher with a degree from a university approved by the University Grant Commission AND the certificate of National Diploma in Teacher Training OR Trained Teachers’ certificate with at least five (05) year recent active and satisfactory period of service with adequate teaching experience, OR

iv. An officer belongs to Sri Lanka Principals’ Service with five (05) year recent active and satisfactory period of service in a position related to the Sri Lanka Principals’ Service.

4.2. Special Cadre

To apply under the Special Cadre the applicant must be

i. A graduate teacher with at least five (05) year recent active and satisfactory period of service and adequate teaching experience in the relevant subject, OR

ii. A graduate teacher with a degree from a university approved by the University Grant Commission AND National Diploma in Teacher Training Certificate OR Trained Teachers’ certificate for the relevant subject AND having at least five (05) year recent active and satisfactory period of service with adequate teaching experience in the subject applied for.

iii. A teacher with National Diploma in Teacher Training Certificate OR Trained Teachers’ certificate in the relevant subject AND at least seven (07) year recent active and satisfactory period of service with adequate teaching experience for the subject applied.

iv. However, for Special Education /Technology /Physical Education and Western Music, in case of a teacher with the certificate of National Diploma in Teacher Training OR Trained Teachers’ certificate with not less than seven (07) year period of service, she / he must possess at least three (03) year recent, active and satisfactory period of service after being appointed in the relevant subject/subject area.

v. For those who apply under the Engineering Technology category must have fulfilled relevant qualifications in Teacher Service with at least three (03) year recent, active and satisfactory period of service with adequate teaching experience in the subject applied for.

5. Age Limit

Not more than fifty years (50) of age on the closing date of application
6. Physical suitability

All applicants must be physically and mentally fit to serve and perform the duties attached to the post in any part of the island.

7. Other Qualifications

i. No applicant is allowed to sit for the limited competitive examination more than (03) times and for both limited and open competitive examinations more than five (05) times.

ii. Each applicant must possess all prescribed qualifications to the given date as at this gazette notification to be recruited to the Sri Lanka Education Administrative Service.

iii. Each applicant must have passed the first efficiency bar in the service she/he is being eligible to apply.

iv. The applicant should have been made permanent in the service she/he is being eligible to apply.

v. A satisfactory period of service must have been completed in immediately preceding five (05) years.

vi. The applicant is considered to be having a satisfactory period of service if she/he has not undergone any punishment for an offence “except warnings” during this period. (No officer is deemed to be disqualified as a result of not obtaining salary increments only due to the failure of passing an examination in the service or a departmental examination)

vii. Any officer who has been interdicted by the closing date of applications is not qualified to apply for this examination.

8. Method of Application

i. The Class III of the service consists of ‘General’ and ‘Special’ Cadres. In addition to the General Cadre, the candidates can also apply for the vacancies in the fields of the Special Cadre referred to in Paragraph iii (b) below. If applying under the Special Cadre, it is compulsory to fulfill the qualifications given in 4.1 (b) above and moreover, 1/3 of the total number of subjects offered for the degree should be relevant to the subject applied for.

ii. In the event of an applicant is selected for the General Cadre as well as for several subjects in the Special Cadre, the Public Service Commission has the right to decide the subject for which the recruitment is made.

iii. The subjects and the codes assigned to General and Special Cadres are given below. The subjects applied for and the codes assigned should be mentioned in the relevant cage in the application.
Code Number

a. **General Cadre**

b. **Special Cadre**

Subject Area
- Sinhala
- Tamil
- English
- Mathematics
- Science
- Commerce
- Information Technology
- Physical Education
- Buddhism
- Christianity
- Hindu
- Islam
- Student Guidance and Counselling
- Music
- Dancing
- Arts
- Special Education
- Planning
- Primary Education
- History
- Agriculture
- Home Science
- Engineering Technology

N.B. Except the qualifications given in 4.1(b), those who possess a Masters’ or a Bachelors’ degree in Special Education can also apply for the Special Education vacancies in limited cadre under the limited competitive examination.

Those who apply for the planning subject under special cadre should possess at least one of the following subject areas as the main subject area of their degree.

- Statistics
- Mathematics
- Management
- Education, Principals and Comparative Education
- Sociology
- Biology
- Physics
- Economics
9. **Method of Recruitment**

9.1. **Written Examination**

9.1.1. This examination will be conducted by the Commissioner General of Examinations

9.1.2. **Syllabus:**

The written examination comprises of (03) three papers. A 40% of minimum marks should be obtained to pass each paper.

1. **Subject Number 01:** General Knowledge and Intelligence – Time One hour and thirty minutes, Marks (100)

   The test on intelligence ascertains the applicant’s power of logical thinking. The questions on general knowledge tests the applicant’s knowledge on Political, Social, Cultural and Economic environment of Sri Lanka in which the applicant lives and works. Moreover, these questions will test her/his knowledge on the contemporary events that are nationally and internationally significant as well as on the developments in science and technology. This paper consists of 60 questions of multiple-choice and short answer types. (All questions need to be answered)

2. **Subject Number 02:** Comparative Education – Time One hour (Marks 100)

   This paper expects the knowledge and comparative analysis of Education Policies of Sri Lanka, Decentralization of Power, recent trends in education as well as the education systems of other countries.

3. **Subject Number 03:** Education Administration and Management – Time One hour (Marks 100)

   Some circumstances that could occur in the field of education administration/management will be presented and applicants’ response in such events as well as her / his capability and capacity of conflict resolution will be tested.

9.2. **Viva Voce Test**

   i. An interview board appointed by the Public Service Commission will conduct a viva voce test to examine the knowledge and ability on teaching learning process, reasoning and problem solving and communication skills and personality of the applicants, who obtain necessary marks from written examination, using following criterion. Here, the maximum marks awarded will be twenty five (25).
<table>
<thead>
<tr>
<th>Subject Area</th>
<th>Maximum Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knowledge on teaching learning process</td>
<td>07</td>
</tr>
<tr>
<td>Reasoning and Problem Solving</td>
<td>07</td>
</tr>
<tr>
<td>Communication Skills</td>
<td>07</td>
</tr>
<tr>
<td>Personality</td>
<td>04</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>25</strong></td>
</tr>
</tbody>
</table>

ii. If the number of qualified applicants is not equal to the number given in paragraph 01 above, only qualified applicants will be called for the viva voce test.

iii. A general interview to ascertain applicant’s qualifications will be held before the viva voce test and no marks will be awarded there. The applicants, who prove at the general interview that they have obtained all qualifications as per this gazette notification shall only be called for the viva voce test. If it is revealed that some applicants, who appear for the general interview, do not satisfy the necessary qualifications to be called for the viva voce test, no other applicants shall be called again in their place for the general interview.

### 9.3. Releasing Examination results

According to 01) a. of this notification the list of selected applicants prepared according to merits from both written examination and viva voce test will be sent to the Secretary, Public Service Commission. Thereafter, as directed by the Public Service Commission, the results will be either sent personally to the applicants or published on www.results.exams.gov.lk; the official website of the Department of Examinations for results release.

### 10. Examination Conditions

I. The examination will be conducted in the Sinhala, Tamil and English media. A candidate can appear for the examination in only one language of her/his choice. All question papers have to be answered in the same medium. Candidates will not be permitted to change the medium of examination given in her/his application.

II. The examination fee, which is Rs.1000/- could be paid at any post office in the island to the credit of Revenue Head 2003-02-13 of the Commissioner General of Examinations. A margin of the original receipt obtained in the candidate’s own name should be firmly pasted to the place specified in the application form. It would be advisable to retain a photocopy of this receipt.

III. The examination fees shall not be refunded for any reason.

IV. This examination will be held in Colombo. The date of the examination will be notified later.

V. Incomplete applications will be rejected without notice.
On the assumption that only those who fulfill necessary qualifications as per this gazette notification have applied for the examination, the applicants, who are below the specified age limit and submit their duly completed applications on or before the closing date of applications with the receipt of duly paid examination fees attached and include requested information such as medium of examination, the cadre applied, and completed the relevant grid of information with the recommendations of the Principal and the Head of the Department shall receive an admission card from the commissioner general of examinations.

**Note:** Entering to the examination hall will not be permitted without an admission card. Only an admission card with the attested signature of the candidate should be presented to the supervisor of the examination hall on the first day examination.

_Issuing an admission card to a candidate for the examination should not be taken as an acknowledgement that the candidate has satisfied the qualifications required to sit for the examination._

VI. The application should be prepared on A4 paper of the size 22-29 cm. Headings 01 to 04 should be entered on the first page, 05 to 06 on the second page and the rest on page three and four. The relevant particulars should be entered very clearly in candidate’s own handwriting. Applications, which do not conform to the specimen application given at the end of this gazette notification and incomplete applications will be rejected without any notice. It would be advisable to retain a copy of the application. Further, the candidate should satisfy herself/ himself that the completed application conforms to the specimen application before submitting. All applicants should thoroughly learn that the applications do not conform to the given specimen will be rejected.

VII. Department of Examinations will publish a paper notification as soon as the admission cards are issued. If the admission card is not received by any of the applicants at least five (05) days prior to the date of examination, an inquiry should be made from the organizations and foreign examinations branch of the Department of Examinations in the manner stated in the paper notice. In the said inquiry, the name of the examination applied, full name of the applicant, national identity card number, and the address should be correctly mentioned. In case of the applicant lives outside Colombo, it is advisable to send the request by fax with the said details and a fax number of the applicant. In such cases, it is important to keep a copy of the application, a copy of the receipt of examination fees and the receipt of the registered post at hand to provide the details requested by the Department of Examinations.

VIII. The Commissioner General of Examinations has the power, with the approval of the Public Service Commission, to either postpone or cancel the examination.

IX. Candidates would be subject to the rules and regulations enacted by the Commissioner General of Examinations in respect to the conduct of the examinations. If these rules
are violated, candidates are bound to undergo any punishment imposed by the Commissioner General of Examinations.

X. The identification of the candidate: All candidates should prove their identity to the satisfaction of the head of the examination hall. Only one of the following documents will be accepted for this purpose.
   i. The National Identity Card issued by the Department for the Registration of Persons.
   ii. A valid Passport

NB: - (a) No document or a copy thereof should be annexed to the application.
   (b) The applications of candidates who fail to produce documents when requested to do so will not be considered.

XI. If it is revealed that a candidate does not possess any of the required qualifications, the candidature can be annulled at any stage before, during or after the examination. If it comes to light that any fact presented is incorrect after selection to the post or if any significant fact has been willfully suppressed, the person in question may be dismissed from the service.

XII. Officers in the Public Service / Provincial Public Service should forward their applications through their heads of department / institution. It is essential that each candidate appearing the examination should get her / his signature attested by the head of the department / institution in which she / he serves.

XIII. The final decision on any matter that does not include in this notice rests with the Public Service Commission.

11. In case of any discrepancy arises among the phrases of this notice, which is published in Sinhala, Tamil and English languages, the Sinhala notice will be considered as the correct one.

W.M.Bandusena
Secretary
Ministry of Education
2015.12
Specimen Application Form

Limited Competitive Examination for Recruitment to Grade 111 (General / Special) of the Sri Lanka Education Administrative Service – 2015 / 2016

(Submit to Zonal Director of Education in two copies.)

Medium of the Examination

<table>
<thead>
<tr>
<th>Language</th>
<th>No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sinhala</td>
<td>2</td>
</tr>
<tr>
<td>Tamil</td>
<td>3</td>
</tr>
<tr>
<td>English</td>
<td>4</td>
</tr>
</tbody>
</table>

“Cadre” from which the candidate apply for the examination

<table>
<thead>
<tr>
<th>Cadre Description</th>
<th>No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Only the general cadre</td>
<td>1</td>
</tr>
<tr>
<td>Only the special cadre</td>
<td>2</td>
</tr>
<tr>
<td>For both general and special cadre</td>
<td>3</td>
</tr>
</tbody>
</table>

If the cadre applied for is in the special cadre, the serial number of the subject area should be indicated in the following table. (as per the gazette notification)-

<table>
<thead>
<tr>
<th>Name of the cadre</th>
<th>Name of the subject field</th>
<th>Serial no:</th>
</tr>
</thead>
<tbody>
<tr>
<td>General</td>
<td></td>
<td>/</td>
</tr>
<tr>
<td>Special</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

01. 1.1 Name in Full (In block letters): .................................................................

(ex : HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDENA)

1.2 Name with last name at the beginning and initials of other names at the end : .................................................................

(ex : GUNAWARDENA, H.M.S.K.)

1.3 Name in Full (in Sinhala/Tamil) : .................................................................

2.0 2.1 Permanent Address (in block letters) - .................................................................

2.2 Personal Contact No. (if any) - .................................................................

2.3 Official Address (in block letters) - .................................................................

2.4 Official Contact No. (if any) - .................................................................

2.5 Permanent Address (in Sinhala/Tamil) - .................................................................

2.6 Address to which admissions should be posted (in block letters) - .................................................................

3.0 Sex

<table>
<thead>
<tr>
<th>Gender</th>
<th>No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Male</td>
<td>0</td>
</tr>
<tr>
<td>Female</td>
<td>1</td>
</tr>
</tbody>
</table>

4.0 National Identity Card No. .................................................................
5.0

5.1 Nationality

(Write relevant no. in the cage.)

Sinhala - 1
Tamil - 2
Indian Tamil - 3
Muslim - 4
Others - 5

5.2 Marital Status

(Write relevant no. in the cage.)

Unmarried - 1
Married - 2

5.3 Date of Birth

Year   Month   Date

5.4 Age as at 01.02.2016

Years   Months   Days

6.0 Education Qualifications

(a) i. Date on which the degree or other qualification was obtained -
........................................................................................................................................................................

(Valid date)

ii. Degree / Other Qualification (Name) -
........................................................................................................................................................................

iii. Main subjects been studied -
........................................................................................................................................................................

iv. University / Institution -
........................................................................................................................................................................

v. External / Internal -
........................................................................................................................................................................

(b) i. Date passed the postgraduate degree-
........................................................................................................................................................................
ii. Postgraduate degree - ..............................................................

iii. Subjects studied - ..............................................................

iv. University / Institution - ..............................................................

7.0 i. Date of first appointment in the government service as a teacher - .................................................................................................

ii. Subject the said appointment was made to - ..............................................................

iii. Zone of Education serving at present - ..............................................................

iv. Period of service at 01.02.2016 - Years........Months........Days ............

8.0 i. Year of the teachers’ training - ..............................................................

ii. Name of the National College of Education / Teachers’ College - ..............................................................

iii. Date of Validity of the training certificate - ..............................................................

iv. Subject area trained - ..............................................................

v. Date of appointment for teaching the subject relevant to the training - ..............................................................

vi. Period of service from the said appointment to 01.02.2016: Years ....... Months ....... Days ........

9.0 Have you been confirmed in the post you are serving at present? ..............................................................

10.0 Indicate the language medium in which you were qualified for entrance to government service. ..............................................................

11.0 Examination Fees

Paste the Invoice here by paying examination fees.
(Keep a photocopy of the invoice.)
12. Number of instances and years sat for limited and open competitive examinations.

<table>
<thead>
<tr>
<th>Examination</th>
<th>Years</th>
<th>No: of occasions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Limited</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Open</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

13. I do herewith state that the information furnished by me herewith are true to my knowledge and belief, and have affixed the invoice no:……………. of …………… paying the examination fees. In addition, I would herewith agree to act according to the examination regulations and adhere to the laws and regulations enforced by the Commissioner General of Examinations and if revealed disqualified according to the conditions of this examination, I agree to any decision taken to cancel my candidature before or at the time of the examination or any other. Furthermore, I do know that I will be dismissed from service even if I was revealed to have been disqualified after selected for this post.

................................................................. .................................................................
Date Signature of the Applicant

Zonal Director of Education,

This is to certify Rev./Mr./Mrs./Miss. ….................................................... submitting this application is a teacher serving in my school.

................................................................. .................................................................
Date Signature of the Principal

(Place the official stamp)

Commissioner General of Examinations,

This is to certify Rev./Mr./Mrs./Miss ….................................................... submitting this application is a teacher of …..................................................., the details furnished by him/her in the paragraphs from no: 5 to no: 13 are accurate as per his/her personal file in this office, and has pasted the invoice paying the precise examination fee.

................................................................. .................................................................
Date Zonal Director of Education / Provincial Director of Education

(Place the official stamp)