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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

SERVICE MINUTE OF THE SRI LANKA EDUCATION ADMINISTRATIVE SERVICE

THE Service Minute of the Sri Lanka Education Administrative Service as set out hereunder is substituted for the Service Minute of the Sri Lanka Education Administrative Service published in the *Gazette Extraordinary* No.1225/32 of 01st March 2002 of the Democratic Socialist Republic of Sri Lanka and the amendments made thereto from time to time without prejudice to any action taken or purported to have been taken thereunder.

By order of the Public Service Commission,

T.M.L.C. SENARATNA,
Secretary,
Public Service Commission.

21st of August 2015.

01. Effective Date:

This Service Minute shall come into force from 17.04.2015

02. Appointing Authority : Public Service Commission

03. Particulars on the Category of Service belonging to the Service:

3.1 Category of Service : Executive, Senior Executive

3.2 Grades
Grade III
Grade II
Grade I
Special Grade



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04. The Role of the Service :

Assisting in the formulation of national education policies encompassing the general education towards the overall human resource development in Sri Lanka and the implementation, direction, regulation and evaluation of such policies and the establishment of interrelationship between secondary education and post secondary education contributing towards the learning and teaching process and the management and supervision of all institutes in the education system thereby ensuring the qualitative improvement of the education.

05. Salary Scale:

5.1 Salary Code:

Senior Executive - SL - 3 - 2006
Executive - SL - 1 - 2006

5.2 Salary Scale:

Senior Executive - Rs. 42,390 – 12 x 1,310 – 58,110
Executive - Rs. 22,935 - 10 x 645 - 8 x 790 - 17 x 1,050 - 53,555

5.3 Respective grade system and initial salary step pertaining to each grade:

Grade	Initial Salary Step	Initial Salary Point
III	Step 01 (SL - 1 - 2006)	Rs. 22,935
II	Step 12 (SL - 1 - 2006)	Rs. 30,175
I	Step 20 (SL - 1 - 2006)	Rs. 36,755
Special	Step 01 (SL - 3 - 2006)	Rs. 42,390

06. Posts belonging to the Service:

6.1 Posts belonging to the Service:

	Grade	Total Number of Approved Posts
General Cadre	Special	04
	Grade I	238
	Grade II	429
	Grades II / III	753
Special Cadre	Grades II / III	1,267
	Total	2,691

Note: Grade-wise classification of posts belonging to the Service is given in Schedule 'A'.

6.2 Consolidated number of officers :

General Cadre -
Grade I 238
Grade II 429
Grades II / III 753

Special Cadre -
Grades II / III 1,267

The Grades III, II and I for the purpose of promotion from grade to grade is reckoned to be belonging to the consolidated number of officers.

- Note :* (i) An officer belonging to the Special Cadre of Grade II and III of the Sri Lanka Education Administrative Service may not hold a post belonging to the General Cadre.
- (ii) An officer belonging to the General Cadre of Grade II and III of the Sri Lanka Education Administrative Service may not hold a post belonging to the Special Cadre.

6.3 The nature of posts: Permanent and pensionable

07. Method of Recruitment:

7.1 Percentage of recruitment:

Stream	Percentage recruited under General Cadre	Percentage recruited under Special Cadre
Open	50%	-
Limited	20%	100%
Service Experience and Merit	30%	-

- Recruitment will be made according to the percentage above having taken the vacancies in the Special Cadre and General Cadre into account separately.
- Recruitment under Open and Service Experience / Merit streams will be made only for the vacancies that occur in the approved posts of the General Cadre.
- Exception : Recruitment in respect of the subject of Information Technology and the subject of Engineering and Biosystems and Technology may be made through the open competitive examinations under Special Cadre not exceeding 50% of the vacancies existing in the said subjects until 05 years from the effective date of this Minute as per exigencies of the Service.

7.2 Open recruitment:

7.2.1 Grade to which the recruitment is made:
 Grade III of the Sri Lanka Education Administrative Service

7.2.2 Qualifications :

7.2.2.1 Educational Qualifications:

- Recruitment to the category of General Cadre Should have obtained a degree from a university recognized by the University Grants Commission .
- Recruitment to the category of Special Cadre (For the subjects of Information Technology and Biosystems Technology)

Should have obtained a degree in the prescribed subject for Information Technology and Biosystems Technology from a university recognized by the University Grants Commission.

- c. Recruitment to the category of Special Cadre (For the subject of Engineering Technology)

Should have obtained an engineering degree in any one of the Mechanical, Construction, Electrical and Electronic fields from a university recognized by the University Grants Commission or the four year Higher National Diploma in Engineering (HNDE) awarded by the Sri Lanka Institute of Advanced Technology or the four year Diploma in Engineering Science (NDES) awarded by the Institute of Engineering Technology, Katunayake.

7.2.2.2 Physical Qualifications:

Every candidate should be physically and mentally sound enough to serve and perform duties in any part of the island.

7.2.2.3 Other:

- (i) Should be a citizen of Sri Lanka ;
- (ii) Should be of excellent moral character ;
- (iii) Maximum number of sittings to vie for the examination is 02 ;
- (iv) Every candidate should have fulfilled all the required qualifications in every respect to sit the competitive examination for recruitment to the Open Competitive Examination for recruitment to the Sri Lanka Education Administrative Service as at the date on which the relevant *Gazette* Notification so requires.

7.2.3 Age Limit :

Should not be less than 22 years of age and not more than 30 years of age.

7.2.4 Method of Recruitment:

7.2.4.1 Written Examination:

A written examination consisting of four (04) question papers will be held.
The syllabus for the written examination is set out in Appendix '1' hereto.

	Subjects	Maximum Marks	Minimum Passable Marks
(I)	Comprehension	100	40%
(II)	Intelligence Test	100	40%
(III)	General Knowledge	100	40%
(IV)	Essay and Precis	100	40%

7.2.4.1.1 Authority conducting the written examination: Commissioner General of Examinations

7.2.4.2 Oral Interview: (25 marks)

Objectives to be achieved:

Knowledge in the process of learning and teaching and ability in logical reasoning and problem solving and the communication skill concerning the post will be tested.

Note: Those qualified from among the candidates who appeared for all the question papers of the written examination will be called for the oral interview. Only a number constituting the aggregate of the number expected to be recruited and 25% of it will be summoned for the oral interview from among the candidates who secure a 40% of minimum marks for each question paper. The marks scored by candidates at the written examination will not be made available to the Board of Oral Interview. The scheme of assigning marks, upon approval by the Public Service Commission following its preparation by the Secretary, Ministry of Education should be published at the time of calling for applications.

7.2.4.2.1 Authority appointing the Board of Oral Interview:

Public Service Commission

7.2.5 Method of calling for applications:

By publishing a notice in the Government Gazette and by uploading in the official website of the Ministry of Education.

7.3 Limited Competitive Examination:

7.3.1 Grade to which the recruitment is made: Grade III of the Sri Lanka Education Administrative Service (To General and Special Cadres)

7.3.2 Qualifications:

Teachers / Principals of Government Schools and Government Approved Assisted Schools and Pirivenas confirmed in their services with following qualifications will be eligible to sit the Limited Competitive Examination.

Note: This concession does not serve a right for the teachers of Pirivenas and Assisted Schools to be treated as public servants.

7.3.2.1 Educational Qualifications:

(a) General Cadre:

Educational Qualifications:

- (i) Should be a teacher with a degree obtained from a university recognized by the University Grants Commission or the National Institute of Education; or
- (ii) Should be a teacher with National Diploma in Teaching or Trained Teacher Certificate ; or
- (iii) Should be an officer in the Sri Lanka Principals Service.

(b) Special Cadre:

Educational Qualifications:

- (i) Should be a teacher holding a degree in the prescribed subject obtained from a university recognized by the University Grants Commission or the National Institute of Education ; or
- (ii) Should be a teacher with Trained Teacher Certificate in the prescribed subject or National Diploma in Teaching in the prescribed subject ; or
- (iii) Should be a teacher with the four year Higher National Diploma awarded by the Sri Lanka Institute of Advanced Technology (HNDE) or the three year National Diploma in Technology (NDT) awarded by the University of Moratuwa or the four year Diploma in Engineering Science (NDES) awarded

by the Institute of Engineering Technology, Katunayake or the Diploma in Technology (DT) awarded by the Open University of Sri Lanka or the higher diploma at the sixth level of national vocational qualifications (NVQ Level 6) awarded by the institutes approved by the Tertiary and Vocational Education Commission of Sri Lanka, for the subject of Engineering Technology falling under the subject stream of Technology.

(The subject areas relevant to Special Cadre are given in Schedule 'B' hereto.)

7.3.2.2 Experience:

(a) *General Cadre*

- (i) Should have an active and satisfactory teaching experience at least during the immediately preceding period of five (05) years, in the case of a teacher with degree qualifications ; or
- (ii) Should have an active and satisfactory teaching experience at least during the immediately preceding period of seven (07) years, in the case of a teacher with Trained Teacher Certificate or National Diploma in Teaching ; or
- (iii) Should have an active and satisfactory teaching experience at least during the immediately preceding period of five (05) years, in the case of a teacher holding a degree from a university recognized by the University Grants Commission with Trained Teacher Certificate or National Diploma in Teaching ; or
- (iv) Should be an officer in the Principals Service who has completed an active and satisfactory service during the immediately preceding period of five (05) years in a post of the Sri Lanka Principals Service.

(b) *Special Cadre*

- (i) Should have an active and satisfactory teaching experience in the prescribed subject at least during the immediately preceding period of five (05) years, in the case of a teacher with degree qualifications having five (05) years of active service as a graduate teacher of the prescribed subject; or
- (ii) Should have an active and satisfactory teaching experience in the prescribed subject at least during the immediately preceding period of five (05) years, in the case of a graduate of the prescribed subject from a university recognized by the University Grants Commission, who is a teacher holding the Trained Teacher Certificate or National Diploma in Teaching in the prescribed subject; or
- (iii) Should have an active and satisfactory teaching experience in the prescribed subject at least during the immediately preceding period of seven (07) years, in the case of a teacher holding the Trained Teacher Certificate or National Diploma in Teaching in the prescribed subject.

- (iv) However, a teacher holding the Trained Teacher Certificate or National Diploma in Teaching relating to the prescribed subject in the subject areas of Special Education / Technology / Physical Education / Western Music with seven (07) years service experience, should have continuous teaching experience in the prescribed subject at least during the immediately preceding period of five (05) years following the teaching appointment relating to the prescribed subject / prescribed subject area.

Note: For application under the subject stream of Engineering Technology until the lapse of five (05) years from the effective date of this Minute, teaching experience in the Teachers Service in the prescribed subject at least during the immediately preceding period of three (03) years should have been gained.

7.3.2.3 Other:

- (i) Every candidate should be physically and mentally sound enough to serve and perform duties in any part of the island ;
- (ii) No candidate is permitted to vie for the Limited Competitive Examination for more than three (03) sittings. No candidate shall vie for both the Open and Limited Competitive Examinations for more than five (05) sittings altogether ;
- (iii) Every candidate should have fulfilled all the required qualifications in every respect to sit the Limited Competitive Examination for Recruitment to the Sri Lanka Educational Administrative Service as at the date on which the relevant Gazette Notification so requires ;
- (iv) Every candidate should have passed the first efficiency bar examination of the service in respect of which he qualifies to apply ;
- (v) Should have confirmed in the service in respect of which he qualifies to apply ;
- (vi) Should have completed a satisfactory service during the immediately preceding period of five (05) years.

7.3.2.4 Age Limit: Should not be more than 50 years of age.

7.3.3 Method of Recruitment:

7.3.3.1 Written Examination:

A written examination consisting of three (03) question papers will be held.

Syllabus for the written examination is set out in Appendix "2".

Subjects	Maximum Marks	Minimum Passable Marks
(I) General Knowledge and Intelligence Test	100	40%
(II) Comparative Education	100	40%
(III) Educational Administration and Management	100	40%

7.3.3.1.1 Authority conducting the written examination:

Commissioner General of Examinations

7.3.3.2 Oral Interview: (25 marks)

Objectives to be achieved:

Knowledge in the process of learning and teaching and ability in logical reasoning and problem solving and the communication skill concerning the post will be tested.

Note : Those qualified from among the candidates who appeared for all the question papers of the written examination will be called for the oral interview. Only a number constituting the aggregate of the number expected to be recruited and 50% of it will be summoned for the oral interview from among the candidates who secure a 40% of minimum marks for each question paper. The marks scored by candidates at the written examination will not be made available to the Board of Oral Interview. The scheme of assigning marks, upon approval by the Public Service Commission following its preparation by the Secretary, Ministry of Education should be published at the time of calling for applications.

7.3.3.3 Authority appointing the Board of Oral Interview:

Public Service Commission

7.4 Recruitment on the basis of Service Experience and Merit:

7.4.1 Grade to which the recruitment is made:

Grade III of the Sri Lanka Education Administrative Service (for the General Cadre)

7.4.2 Qualifications:

7.4.2.1 Experience:

At least a period of three (03) years of service in Grade I of the Sri Lanka Principals Service.

7.4.2.2 Physical Qualifications:

Every candidate should be physically and mentally sound enough to serve and perform duties in the post in any part of the island.

7.4.2.3 Other:

- (i) No candidate is permitted to vie for the Competitive Examination for Recruitment on the basis of Service Experience and Merit for more than three (03) sittings. No candidate shall vie for both the Limited Competitive Examination and the Competitive Examination for Recruitment on the basis of Service Experience and Merit for more than five (05) sittings altogether.
- (ii) Every candidate should have fulfilled all the required qualifications in every respect to sit the Competitive Examination on the basis of Service Experience and Merit or appear at the Interview for recruitment to the Sri Lanka Education Administrative Service as at the date on which the relevant Gazette Notification so requires.
- (iii) Should have been confirmed in the appointment of the Sri Lanka Principals Service.
- (iv) Should have passed or been exempted from the efficiency bar examinations applicable to the Sri Lanka Principals Service.

7.4.2.4 Age Limit: Should not be more than 55 years of age.

7.4.3 Method of Recruitment:

7.4.3.1 Recruitment will be made on the results of the written examination and service experience.

This examination will consist of two (02) question papers.

The syllabus for the written examination is set out in Appendix '3'.

<i>Subjects</i>	<i>Maximum Marks</i>	<i>Passable Marks</i>
(i) Comparative Education	100	40%
(ii) Educational Management and Administration	100	40%

Service Experience:

Maximum of 60 marks will in addition be awarded for the seniority against all periods of active and satisfactory service in Grade I of the Sri Lanka Principals Service after deducting the period of three years stipulated as basic qualifications necessary for recruitment from the period of such active and satisfactory service in Grade I. (Marks will be assigned only for each completed year.) Approval of the Public Service Commission should be obtained for the scheme of assigning marks.

7.4.3.2 Authority conducting the examination:

Commissioner General of Examinations

7.4.3.3 General Interview: (No marks will be awarded.)

Objectives to be achieved:

To ascertain as to whether the qualifications required for the recruitment and the basic qualifications referred to in the notice published for the recruitment have been fulfilled.

Note: A number equivalent to the number of persons who are expected to be recruited in accordance with the order of merit of the aggregate marks secured by the candidates both in the written examination and on the basis of service experience with passes in all two subjects at the written examination will be called for the General Interview.

7.4.3.3.1 Authority appointing the Board of General Interview:

Public Service Commission

Note: In the recruitment to Grade III of the Sri Lanka Education Administrative Service, the number of candidates to be recruited in a particular year should be the number of vacancies existing as at the 30th of June of such year.

08. Efficiency Bar Examination:

8.1

Which of the Efficiency Bars	How many years before which the Efficiency Bar to be passed	Nature of the Efficiency Bar: Written Examination / Trade Test / Certificate Course / Other
1st Efficiency Bar	Before three (03) years following the recruitment to Grade III of the Sri Lanka Education Administrative Service	Written examination (Appendix "4")
2nd Efficiency Bar	Before three (03) years following the promotion to Grade II of the Sri Lanka Education Administrative Service	Written examination (Appendix "4")
3 rd Efficiency Bar	Before five (05) years following the promotion to Grade I of the Sri Lanka Education Administrative Service	Written examination (Appendix "4")

8.2 Frequency at which the Efficiency Bar Examination is held - Twice a year.

8.3 Authority conducting the Efficiency Bar Examination -

The Commissioner General of Examinations

09 ' Language proficiency

9.1

Language	Proficiency to be acquired
Official Language	An officer joining the Service in a medium other than an official language should acquire proficiency in one of the official languages before the confirmation in the post.
Other Official Language	Proficiency at the appropriate level in terms of the Public Administration Circular No. 01/2014 and the provisions in other circulars incidental thereto.
Link Language	Proficiency in the link language (English Language) should be acquired within three (03) years from the recruitment. Details of the test in relation to Link Language are given in Appendix "7".

Note: Where an officer has secured a credit or higher pass in the G.C.E. (O/L) Examination, he/she is exempted from the requirement of passing over the Link Language. An officer recruited in the medium of English Language will also be exempted from this requirement.

10. Promotion to Grades:

10.1 Promotion to Grade II from Grade III

Promotions of officers to Grade II of the Service, whose appointments were under Special Cadre, are made within the Special Cadre itself.

10.1.1 Requirements to be fulfilled:

- (i) Should have completed an active and satisfactory period of service of at least ten (10) years in Grade III of the Service on the date of becoming eligible for promotion and earned ten (10) salary increments.
- (ii) Should have passed the 1st efficiency bar examination on the prescribed date.
- (iii) Should have acquired the appropriate level of proficiency of the other official language.
- (iv) Should have passed or had exempted from the link language.
- (v) Should have successfully completed the capacity building training course in educational management and administration.
- (vi) Should have passed the Post Graduate Diploma in Education.
- (vii) Should have been confirmed in the appointment of Grade III.
- (viii) Should have completed a satisfactory period of service during the five (05) years immediately preceding the date of promotion.
- (ix) Should have demonstrated a performance at satisfactory or higher level during the period of ten (10) years preceding the date of promotion as per the approved performance evaluation procedure.

10.1.2 Method of Promotion:

The Public Service Commission, when those officers who meet with necessary qualifications, forward their applications in the prescribed form to the Commission, 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 "8".

10.2 Promotion to Grade I from Grade II:

10.2.1 Requirements to be fulfilled:

- (i) Should have completed an active and satisfactory period of service of at least seven (07) years in Grade II of the Service and earned seven (07) salary increments.
- (ii) Should have passed the 2nd efficiency bar examination on the prescribed date.
- (iii) Should have successfully completed the capacity building training course on the prescribed date.
- (iv) Should have completed a satisfactory period of service during the five (05) years immediately preceding the date of promotion.
- (v) Should have demonstrated a performance at satisfactory or higher level during the period of seven (07) years immediately preceding the date of promotion as per the approved performance evaluation procedure.
- (vi) Should have obtained a Post Graduate Degree in any one of the following subjects relevant to the area of education referred to in the Note below or a Post Graduate Degree in the subject area applicable at the recruitment from a university recognized by the University Grants Commission or an institute recognized by the University Grants Commission as being a degree awarding institute.

Note: Special Education, Educational Management, Educational Psychology, Policies of Education, Tertiary Educational Management, Library and Information Education and Evaluations and Tests in the field of education are the areas of subject applicable to officers whose entry into the Service was under General Cadre.

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 their qualifications, promote them to Grade 1 of the Service with effect from the date on which they fulfill the respective qualifications. (The form of application concerned is at Appendix "09".)

10.3 Promotion to Special Grade from Grade I:

10.3.1 Requirements to be fulfilled:

- (i) Should have completed an active and satisfactory period of service during five (05) years in Grade I of the category of Executive Service as at the date of becoming eligible for promotion and earned five (05) salary increments following the promotion to Grade I.
- (ii) Should have passed the 3rd efficiency bar examination on the prescribed date.
- (iii) Should have a satisfactory period of service and should not have been subject to any disciplinary punishment during five (05) years immediately preceding the date of becoming eligible for promotion.
- (iv) Should have obtained a Post Graduate Degree in any one of the following subjects relevant to the area of education referred to in Note below or a Post Graduate Degree in the subject area applicable at the recruitment from a university recognized by the University Grants Commission or an institute recognized by the University Grants Commission as being a degree awarding institute.
- (v) Should have completed an active period of service not less than eighteen (18) years in the executive category of the Service as at the date of becoming eligible for promotion.
- (vi) Should have successfully followed the capacity building training course during the prescribed period.
- (vii) The annual performance during the period of five (05) years immediately preceding the date of becoming eligible for promotion should have been at a satisfactory or higher level.

Note: Special Education, Educational Management, Educational Psychology, Policies of Education, Tertiary Educational Management, Library and Information Education and Evaluations and Tests in the field of education are the areas of subject applicable to officers whose entry into the Service was under General Cadre.

10.3.2 Method of Promotion:

The Appointing Authority, on the basis of the number of vacancies existing in the Special Grade of the Service as per the seniority and merit of the eligible Grade I officers of the Service, will make promotions to the Special Grade.

11. Appointment to Posts:

11.1 Eligibility:

<i>No.</i>	<i>Post</i>	<i>Eligibility</i>
1.	Additional Secretary of the Ministry of Education	Should be an officer in the Special Grade of the S.L.E.A.S.
2.	Commissioner General of Examinations	Should be an officer in the Special Grade of the S.L.E.A.S.
3.	Commissioner General of Educational Publications	Should be an officer in the Special Grade of the S.L.E.A.S.
4.	Chief Commissioner (Teacher Education)	Should have a satisfactory period of service not less than five (05) years in Grade I of the S.L.E.A.S.
5.	Provincial Director of Education	Should have a satisfactory period of service not less than five (05) years in Grade I of the S.L.E.A.S.
6.	Director of Education (Ministry of Education)	Should be an officer in Grade I of the S.L.E.A.S.
7.	Additional Provincial Director of Education	Should be an officer in Grade I of the S.L.E.A.S.
8.	Zonal Director of Education	Should be an officer in Grade I of the S.L.E.A.S.
9.	Commissioner of Examinations	Should be an officer in Grade I of the S.L.E.A.S.
10.	Commissioner of Educational Publications	Should be an officer in Grade I of the S.L.E.A.S.
11.	Principal	Should be an officer in Grade I / II / III of the S.L.E.A.S. (General Cadre)
12.	Deputy / Assistant Director of Education (Ministry of Education)	Should be an officer in Grade II / III of the S.L.E.A.S.
13.	Deputy Commissioner of Examinations / Assistant Commissioner of Examinations	Should be a Grade II / III officer belonging to the General Cadre of the S.L.E.A.S.
14.	Deputy / Assistant Commissioner of Educational Publications	Should be a Grade II / III officer of the S.L.E.A.S.
15.	Deputy Zonal Director of Education	Should be an officer in Grade II of the S.L.E.A.S. (General Cadre)
16.	Deputy Principal	Should be an officer in Grade II / III of the S.L.E.A.S. (General Cadre)
17.	Deputy / Assistant Provincial Director of Education at Provincial Ministries of Education	Should be an officer in Grade II / III of the S.L.E.A.S. (General Cadre)
18.	Deputy / Assistant Provincial Director of Education at Provincial Departments of Education	Should be an officer in Grade II / III of the S.L.E.A.S. (Special Cadre)
19.	Deputy / Assistant Zonal Director of Education	Should be an officer in Grade II / III of the S.L.E.A.S. (Special Cadre)
20.	Divisional Director of Education	Should be a Grade II / III officer belonging to the General Cadre of the S.L.E.A.S.
21.	Deputy / Assistant Director of Education (Provincial Education Development Center) (North Central, Sabaragamuwa)	Should be an officer in Grade II / III of the S.L.E.A.S. (General Cadre)
22.	Deputy / Assistant Director of Education (Education Resource Center) (Western)	Should be an officer in Grade II / III of the S.L.E.A.S. (General Cadre)
23.	Provincial School Principal (Southern, Western)	Should be an officer in Grade II / III of the S.L.E.A.S. (General Cadre)

Note : The method of selection to the above posts is set out in Appendix "5".

12. Conditions of Service:**12.1 Conditions of Confirmation:**

12.1.1 An officer recruited to Grade III of the Service following the Open Competitive Examination will be subject to probation for a period of three (03) years.

(i) Should have passed the first Efficiency Bar Examination.

(ii) Should have passed the prescribed official language proficiency examinations and acquired the link language proficiency as set in 9.1 of this minute.

(iii) Officers whose official duties and conduct are found to be satisfactory during the period of probation will be confirmed in the Sri Lanka Education Administrative Service at the end of such period of probation.

12.1.2 An officer who was recruited to Grade III of the Sri Lanka Education Administrative Service on the basis of limited recruitment and service experience / merit will be subject to an acting period of one year. (He will be confirmed in the Sri Lanka Education Administrative Service provided his official duties and conduct are found to be satisfactory during the said period of acting.)

12.2 Training and Development:**Induction Training:**

All officers recruited to the Service should complete an induction training conducted by an institute determined by Secretary of the Ministry of Education. Those found to be unsuccessful at the test conducted at the conclusion of such training will be reverted to the posts they previously held in the public service or discontinued from the service.

Duration of the induction training will be as follows;

- | | | |
|---|---|-----------|
| (i) For officers recruited through an open competitive examination | – | 12 months |
| (ii) For officers recruited through a limited competitive examination | – | 03 months |
| (iii) For officers recruited on service experience and merit | – | 02 months |

Note: This programme with a practical training will be offered by the Sri Lanka Institute of Development Administration under instructions and supervision of the Ministry of Education.

12.3 Conditions of Release:

Officers of the Sri Lanka Education Administrative Service are bound to serve this service in the approved posts of the Provincial Public Service. For this purpose, they will be released temporarily to serve in the posts of the Provincial Public Service. The period to be so served will be determined based on the exigencies of service following the concurrence reached with the Authority deploying the cadres.

(i) Respective Provincial authorities will handle the placements and transfers of such officers within the province.

(ii) Despite the release of officers to the Provincial Public Service, they will be under the administration of the Public Service Commission.

(iii) They will be required to revert to their substantive service at the end of the period of their release to the Provincial Public Service.

12.4 Recruitment to Service and Graded Promotions :

Recruitment to Service and graded promotions should be made only in pursuance of the methods set out in this Minute.

12.5 Officers in the Service may hold positions to which they are recruited as set out in Schedule "A" of this Service Minute and they are bound to serve in any part of the Island.

12.6 All officers should duly acquire necessary competencies and skills as may be determined by the government from time to time in addition to the requirements laid down in this Minute.

13. Interpretation and Definitions :

- (i) The term "Service" shall mean the Sri Lanka Education Administrative Service.
- (ii) The term "Service Minute" shall mean the Service Minute of the Sri Lanka Education Administrative Service.
- (iii) The term "Gazette" shall mean the Gazette of the Democratic Socialist Republic of Sri Lanka.
- (iv) The term "Prescribed Subject" shall mean the subjects applied for from among the Schedule 'B' under Special Cadre have been followed as main subjects of the degree course or the studies undertaken on the subject applied for relate to at least 1/3 of the total units of such subjects.
- (v) The term "Relevant Area" shall mean an area approved by the Secretary.
- (vi) The term "Secretary" shall mean the Secretary of the line Ministry in charge of the subject of education.
- (vii) The term "Active period of service" shall mean the period of service of an officer, drawing the salary assigned to his post, excluding any period of no – pay leave other than periods of approved no pay leave for specific purpose, which have been recognized by the cabinet of Ministers as a policy.
- (viii) The term "Ministry" shall mean the line Ministry in charge of the subject of education.
- (ix) The term "National Diploma in Teaching " shall mean the National Diploma in Teaching obtained from a College of Education under the purview of the Ministry of Education.
- (x) The term "Trained Teacher Certificate" shall mean an institutional teacher training course of a duration not less than two years approved by the Ministry of Education or a teacher training course of a duration not less than three years followed *via* distant learning method approved by the Ministry of Education.
- (xi) The term "S.L.E.A.S." shall mean the Sri Lanka Education Administrative Service.

14. Absorption of those who are in service :

This procedure will be applicable to only those who are in service as at the effective date of this Minute. All officers drawing salaries on the prescribed date under salary scale SL – 01 – 2006 as provided for by the Public Administration Circular No. 06/2006 and the circulars incidental thereto will be absorbed as set out below subject to the provisions of Section 04 of Chapter VII of the Establishments Code.

The period of service is taken into account on the basis of the date of appointment to each post. However, there would be no change in the date of increment of the person concerned as a result of the absorption. Such date should continue to be effective without any change as being the date of his increment that existed prior to the

absorption. Likewise, if the last salary step, the person concerned was drawing corresponds to the new salary step at the time of the salary conversion, he should not be placed on the next higher salary step in terms of Section 4.4 of Chapter VII of the Establishments Code.

- (a) All officers who are in Class III of the Sri Lanka Education Administrative Service as at the effective date will be absorbed into Grade III of the Sri Lanka Education Administrative Service in accordance with this Service Minute.
- (b) All officers who are in Class II of the Sri Lanka Education Administrative Service as at the effective date will be absorbed into Grade II of the Sri Lanka Education Administrative Service in accordance with this Service Minute.
- (c) All officers who are in Class I of the Sri Lanka Education Administrative Service as at the effective date will be absorbed into Grade I of the Sri Lanka Education Administrative Service in accordance with this Service Minute.

Note: No absorption into this Service is made on any ground whatsoever unless in conformity to this Minute.

15. Interim Provisions :

The period of interim provisions will remain in force up to 31st of December 2017.

15.1 Promotion to Special Grade :

Completion of the 3rd efficiency bar is not considered compulsory for promotion to the Special Grade during the interim period.

15.2 Promotion to Grade I :

Promotion to Grade I while interim period is in force will be made in accordance with the amendment made to the Service Minute of the Sri Lanka Education Administrative Service by the *Gazette Extraordinary* No.1490/21 of 30th March, 2007.

15.3 Promotion to Grade II :

Promotion to Grade II while interim period is in force will be made in accordance with the provisions of the Service Minute of the Sri Lanka Education Administrative Service published in the *Gazette Extraordinary* No.1225/32 of 01st March, 2002.

15.4 Applications for recruitment on the basis of service experience and merit during the interim period may be made up to the age of 58 years.

15.5 Completion of the Capacity Building Training Course is not considered compulsory for promotions during the interim period.

16. All appointments are governed by the conditions laid down in the Procedural Rules of the Public Service Commission published in the *Gazette Extraordinary* No. 1589/30 of 20th of February, 2009 and the provisions of the Establishments Code.

17. Any matter not provided for in this Minute shall be determined by the Public Service Commission.

Schedule 'A'
Posts belonging to the Service

No.	Title of the Post	Approved Cadre			
		Special Grade	Grade I	Grade II	Grade II / III
1.	Addl. Secretary of the Ministry of Education (Educational Quality Development)	01			
2.	Addl. Secretary of the Ministry of Education (Planning Policy and Performance Review)	01			
3.	Commissioner General of Examinations	01			
4.	Commissioner General of Education Publications	01			
5.	Chief Commissioner Teachers Education		01		
6.	Provincial Director of Education		09		
7.	Principal		64		84 (General)
8.	Director of Education of the Ministry of Education		35		
9.	Director of Education of the Ministry of Education Services		03		
10.	Additional Provincial Director of Education		19		
11.	Zonal Director of Education		97		
12.	Commissioner of Examinations		08		
13.	Commissioner of Publications		02		
14.	Provincial Deputy Director of Education			40	
15.	Zonal Deputy Director of Education			388	
16.	Deputy Director of Education / Assistant Director of Education of the Ministry of Education				92 (General 49 / Special 43)
17.	Deputy Director of Education / Assistant Director of Education of the Ministry of Education Services				07(Special)
18.	Deputy Commissioner of Examinations / Assistant Commissioner of Examinations				64(General)
19.	Deputy Commissioner of Education Publications / Assistant Commissioner of Education Publications				38 (General 08 /Special 30)
20.	Principal / Deputy Principal				148 (General)
21.	Deputy Director / Assistant Director of Provincial Education Ministries			01	08 (General)
22.	Deputy Director / Assistant Director of Education of the Provincial Education Departments				130 (Special)
23.	Zonal Deputy / Assistant Director of Education				1057 (Special)
24.	Divisional Director of Education				329 (General)
25.	Deputy Director / Assistant Director of Education Provincial Education Development Centres (North Central / Sabaragamuwa)				03 (General)
26.	Deputy Director / Assistant Director of Education Provincial Education Development Centres (Western)				04 (General)
27.	Principal of Provincial Schools (Southern and Western)				56(General)
	Total	04	238	429	2020
	Grand Total			2691	

Schedule 'B'**Subject Areas related to Special Cadre**

<i>Subject Area</i>	<i>Qualifications for Recruitment</i>
1. Sinhala 2. Tamil 3. English and Other Languages 4. Mathematics 5. Science 6. Commerce 7. Information Technology 8. Physical Education 9. Buddhism 10. Christianity 11. Hindu 12. Islam 13. Student Counseling and Guidance	(i) Should have followed the Degree related to the prescribed subject or the prescribed subject as the main subject as part of the Degree. Should have followed at least 1/3 of the total number of subject units related to the subject applied for. (ii) Trained Teacher Certificate related to the prescribed subject or National Diploma in Teaching related to the prescribed subject. (To be supported by certificates at the Interview.)
14. Aesthetics	Degrees in the subject areas related to the prescribed subject are Art, Dancing, Oriental Music, Western Music, Drama and Performing Arts.
15. Technology(including Biosystems Technology and Engineering Technology)	(i) Should have obtained a Degree in Agricultural Science or the Trained Teacher Certificate or the National Diploma in Teaching in Home Science, Agricultural Science, Handicraft and Life Skills. (ii) Should have obtained a Degree in Technology obtained from a recognized university for the subject of Engineering Technology under Technology or an engineering degree in any one of the Mechanical, Construction, Electrical and Electronic fields from a recognized university or the four year Higher National Diploma in Engineering (HNDE) awarded by the Sri Lanka Institute of Advanced Technology or the three year National Diploma in Technology (NDT) awarded by the University of Moratuwa or the four year Diploma in Engineering Science (NDES) awarded by the Institute of Engineering Technology, Katunayake or the Diploma in Technology (DT) awarded by the Open University of Sri Lanka or the Higher Diploma at the sixth level of National Vocational Qualifications (NVQ Level 6) awarded by the institutes approved by the Tertiary and Vocational Education Commission of Sri Lanka.
16. Special Education	(i) Should have obtained the Bachelor of Education, the Master of Education or the Master of Arts in Special Education. (ii) Should have obtained the Trained Teacher Certificate in Special Education from a Teacher College of the Government. (iii) Should have obtained the National Diploma in Teaching in Special Education from a National College of Education.

<i>Subject Area</i>	<i>Qualifications for Recruitment</i>
17. Planning	<p>Should have obtained any Degree from a recognized university having followed and passed at least one field out of the following subject areas as a main subject.</p> <p>Subject Areas :</p> <ul style="list-style-type: none"> ❖ Statistical Science ❖ Mathematics Subject ❖ Management ❖ Educational Science, Elements and Comparative Education ❖ Social Science ❖ Biological Science ❖ Physics ❖ Economics
18. Primary Education	<p>(i) Should have obtained the Bachelor of Education, the Master of Education or the Master of Arts in Primary Education.</p> <p>(ii) Should have obtained the Trained Teacher Certificate in Primary Education from a Teacher College of the Government</p> <p>(iii) Should have obtained the National Diploma in Teaching in Primary Education from a National College of Education.</p>
19. History	Should have obtained a Degree with the subject of History.

Appendix '1'

01. Title of the Examination : Open Competitive Examination for recruitment to Grade III of the Sri Lanka Education Administrative Service.

02. Details of the Examination:

<i>Question Paper</i>	<i>Duration</i>	<i>Total Marks</i>	<i>Passable Marks</i>
Comprehension	01 hour	100	40
Intelligence Test	01 hour	100	40
General Knowledge	01 hour	100	40
Essay and Precis	01 hour and 30 minutes	100	40

03. Authority conducting the examination: Commissioner General of Examinations

04. Frequency at which the examination is held: As required on the exigency.

05. Syllabus for the examination :

<i>Title of the Question Paper</i>	<i>Syllabus</i>
Comprehension	The candidate will be given a set of short passages. In the case of some of the passages, the candidate will be presented with a set of alternative statements, one of which fits the content of the passage best. The candidate would be required to pick the most appropriate statement. These questions will be set to test the manner in which the candidate is able to grasp the meaning of all such passages given.
Intelligence Test	A question paper designed to assess the candidate's power of logical reasoning.
General Knowledge	A question paper designed to test the candidate's awareness of the environment in which he / she lives and works including the political, social, cultural and economic environment and the education system in Sri Lanka and the current matters of national and international importance as well as scientific and technological developments.
Essay and Precis	Current topics will be given for constructing the essay. The question paper will be designed to gauge the ability of the candidate to incorporate appropriate contents, the way he/ she organizes them, the style of its presentation and the language he / she uses and his / her general knowledge and intelligence as well as power of thinking and expressing ideas. Special attention is given to methodical and clear presentation of essay. One or several passages given for summarizing will be required to make a precis of.

06.

6.1 This examination will be held in the media of Sinhala, Tamil and English languages.

6.2 Candidates should sit the examination in a medium of language of their choice. (Candidates will not be permitted to change the medium of examination given in their applications.)

6.3 Every candidate should appear for and answer all four question papers.

Appendix '2'

01. Title of the Examination : Limited Competitive Examination for recruitment to Grade III of the Sri Lanka Education Administrative Service.

02. Details of the Examination:

<i>Question Paper</i>	<i>Duration</i>	<i>Total Marks</i>	<i>Passable Marks</i>
1. General Knowledge and Intelligence Test	01 hour and 30 minutes	100	40
2. Comparative Education	01 hour	100	40
3. Education Administration and Management	01 hour	100	40

03. Authority conducting the examination: Commissioner General of Examinations

04. Frequency at which the examination is held: As required on the exigency.

05. Syllabus for the examination:

<i>Title of the Question Paper</i>	<i>Syllabus</i>
General Knowledge and Intelligence Test	Assessment of the candidates' power of logical reasoning is expected from the questions of the Intelligence Test whilst the questions of General Knowledge are designed to test the candidate's awareness of the environment in which he / she lives and works including the political, social, cultural and economic environment and the education system in Sri Lanka and the current matters of national and international importance as well as scientific and technological developments.
Comparative Education	It is expected from this question paper to assess the candidate's knowledge on the education policies and structures, how the powers have been decentralized and the trends of present age in Sri Lanka and the methods of education in other countries as well as its comparative evaluations.
Education Administration and Management	Questions are presented with the objective of bringing out the candidate's responsiveness to few likely cases that might crop up in the field of Education Administration / Management and his / her knowledge on problem solving in such cases.

06.

- 6.1 This examination will be held in the media of Sinhala, Tamil and English languages.
- 6.2 Candidates should sit the examination in a medium of language of their choice. (Candidates will not be permitted to change the medium of examination given in their applications.)
- 6.3 Every candidate should appear for and answer all three question papers.

Appendix '3'**01. Title of the Examination : Competitive Examination for appointment on service experience and merit to Grade III of the Sri Lanka Education Administrative Service**

02. Details of the Examination:

<i>Question Paper</i>	<i>Duration</i>	<i>Total Marks</i>	<i>Passable Marks</i>
Comparative Education	01 hour	100	40
Case Study on Education Management	01 hour	100	40

03. Authority conducting the examination: Commissioner General of Examinations

04. Frequency at which the examination is held: As required on the exigency.

05. Syllabus for the examination:

<i>Title of the Question Paper</i>	<i>Syllabus</i>
Comparative Education	It is expected from this question paper to assess the candidate's comparative evaluations on the education policies, rules and laws, functions of the educational institutes and current programmes in the development of education in Sri Lanka and international trends.
Case Study on Education Management	Questions are presented with the objective of bringing out the candidate's responsiveness to few likely cases that might crop up in the field of Education Administration / Management and his / her knowledge on problem solving in such cases.

06.

6.1 This examination will be held in the media of Sinhala, Tamil and English languages.

6.2 Candidates should sit the examination in a medium of language of their choice. (Candidates will not be permitted to change the medium of examination given in their applications.)

6.3 Every candidate should appear for and answer all two question papers.

Appendix '4'

Syllabus prescribed for the 1st Efficiency Bar Examination, 2nd Efficiency Bar Examination and 3rd Efficiency Bar Examination for officers of the Sri Lanka Education Administrative Service

01 01. Title of the Examination : **1st Efficiency Bar Examination**

02. Details of the Examination:

<i>Question Paper</i>	<i>Duration</i>	<i>Total Marks</i>	<i>Passable Marks</i>
General Administration	03 hours	100	40
Financial Regulations	03 hours	100	40
Education Law, Administration and Evaluation	03 hours	100	40

03. Authority conducting the examination: Commissioner General of Examinations

04. Frequency at which the examination is held: Twice a year.

05. Syllabus for the examination:

<i>Title of the Question Paper</i>	<i>Syllabus</i>
1. General Administration	<p>(a) The Constitution of the Democratic Socialist Republic of Sri Lanka and the previous Constitutions of 1972 and 1947. The Charter of Children's Rights The Human Rights Commission Act The Bribery or Corruption Act</p> <p>(b) Office and Field Organization Methods and the Chapters VII, IX, X, XVI, XXV, XXVI, XXVII, XXIX, XXXI, XXXII, XLVII and XLVIII of the Establishments Code. (including amendments thereto from time to time.)</p> <p>(c) The Procedural Rules of the Public Service Commission.</p>
2. Financial Regulations	<p>(a) The Financial Regulations of the Government, Part I (except Chapter I) / (including amendments thereto from time to time)</p> <p>(b) The Estimates of Revenue and Expenditure of the current year, e.g. : their arrangements, The Heads of Revenue, Finance and Appropriation Acts.</p> <p>(c) Ordinances and other legislation relating to specific accounts dealt with by Education Offices.</p>
3. Education Law, Administration and Evaluation	<p>(a) Legal Provisions relating to Education</p> <ul style="list-style-type: none"> * The Education Ordinance No.31 of 1939 * The Amendment Paper, No. 26 of 1947 and the Amendment Paper No. 05 of 1951 * The Amendment Act, No.43 of 1953 * The Code of Regulations for Government Schools * The Assisted Schools and Teacher Training Colleges (Special Provisions Amendment) Act, No.05 of 1960

<i>Title of the Question Paper</i>	<i>Syllabus</i>
	<ul style="list-style-type: none"> ➤ The Assisted Schools and Teacher Training Colleges (Supplementary Provisions) Act, No.08 of 1961 ➤ The Education (Change of Designation) Act, No.35 of 1973 ➤ The Assisted Schools and Teacher Training Colleges (Special Provisions) Act, No.65 of 1981 ➤ The National Institute of Education Act, No.28 of 1985 ➤ The Public Examinations Act, No.25 of 1968 ➤ The Colleges of Education Act, No.30 of 1986 ➤ Reports of the National Education Commission (During three (03) years immediately prior to examination) ➤ Facilities and Services Fees ➤ Circulars relating to Old Pupils Associations and School Development Societies <p>(b) Education Administration</p> <ol style="list-style-type: none"> 1. (i) Ministry of Education <ul style="list-style-type: none"> (ii) Organization and functions of the Ministry of Education and Departments and institutions under the Ministry including Provincial Departments of Education. (iii) Education planning at national and provincial level and implementation of general objectives (aims) (including school mapping) etc. 2. School Management, School Community Relationships 3. Education Management Information System (EMIS) 4. Special Education Programmes, Informal Education Activities and School based Management <p>(c) Evaluation</p> <ul style="list-style-type: none"> ➤ Criteria used for evaluation of the performance of teachers ➤ School based evaluation ➤ Self evaluation programmes in schools ➤ Supervision of schools by Zonal Education Offices, Provincial Departments of Education and Ministry of Education ➤ Monitoring of internal evaluation by external teams (Candidates are advised to be thorough with the Circulars, Manuals and other publications issued by the Ministry of Education.)

6.

6.1 An officer may take up the prescribed subjects for 1st Efficiency Bar Examination at one and the same sitting or on several occasions separately.

02. 1. Title of the Examination : **2nd Efficiency Bar Examination**

2. Details of the Examination:

<i>Question Paper</i>	<i>Duration</i>	<i>Total Marks</i>	<i>Passable Marks</i>
Policies of Education	02 hours	100	40
Case Study	02 hours	100	40

3. Authority conducting the examination: Commissioner General of Examinations
4. Frequency at which the examination is held: Twice a year.
5. Syllabus for the examination:

<i>Title of the Question Paper</i>	<i>Syllabus</i>
1. Policies of Education	(a) General Education Policy – Questions will be designed to assess the candidate’s knowledge on the Contemporary Statement of Education issued by the government. It is expected to examine the understanding of the candidate on problems that might crop up during the course of the performance of their duties in view of the deviations in the stated policies. (b) School Curriculum – A general perception of the candidate on the areas of curricula in various stages of the school system and the primary objectives of such curricular is expected. Candidates should possess an understanding of the human and physical resources of the schools and they should be able to critically express opinions on the curriculum in that point of view.
2. Case Study	A question paper designed to test the candidate’s creativity and power of logical reasoning as well as the ability of problem solving.

6.

- 6.1 An officer may take up the prescribed subjects for 2nd Efficiency Bar Examination at one and the same sitting or on several occasions separately.

03. 1. Title of the Examination : **3rd Efficiency Bar Examination**

2. Details of the Examination:

<i>Question Paper</i>	<i>Duration</i>	<i>Total Marks</i>	<i>Passable Marks</i>
Procedure of Procurement	03 hours	100	40
Advanced Computer Application	03 hours	100	40

3. Authority conducting the examination: Commissioner General of Examinations
4. Frequency at which the examination is held: Twice a year.

5. Syllabus for the examination:

<i>Title of the Question Paper</i>	<i>Syllabus</i>
1. Procedure of Procurement	Expected to assess the knowledge of Government Procedure of Procurement. (with amendments made thereto from time to time)
2. Advanced Computer Application	Examination is designed in relation to Database Management, Data Management, Software Management, Communication of Information and Networking.

6.

- 6.1 An officer may take up the prescribed subjects for 3rd Efficiency Bar Examination at one and the same sitting or on several occasions separately.
- 6.2 Officers with Post Graduate Degree in Information Technology will be exempted from the requirement of securing a pass from this question paper.

Appendix '5'

<i>Srl. No.</i>	<i>Post</i>	<i>Eligibility</i>	<i>Method of Selection</i>
1.	Additional Secretary of the Ministry of Education	Should be an officer in the Special Grade of the S.L.E.A.S.	The Public Service Commission will appoint an officer from the Special Grade.
2.	Commissioner General of Examinations	Should be an officer in the Special Grade of the S.L.E.A.S.	
3.	Commissioner General of Education Publications	Should be an officer in the Special Grade of the S.L.E.A.S.	
4.	Chief Commissioner (Teacher Education)	Should have a satisfactory period of service not less than five (05) years in Grade I of the S.L.E.A.S.	The Public Service Commission, on the recommendation of a Board of Interview constituting three (03) persons appointed by it, will make the appointment. (This recommendation will be made in accordance with a marking scheme approved by the Public Service Commission.)
5.	Provincial Director of Education	Should have a satisfactory period of service not less than years in Grade I of the S.L.E.A.S.	The Public Service Commission, on the recommendation of a Board of five (05) Interview constituting three (03) persons appointed by it, will make the appointment. (A representative nominated by the Governor of the Province will also be included.) (This recommendation will be made in accordance with a marking scheme approved by the Public Service Commission.)
6.	Director of Education (Ministry of Education)	Should be an officer in Grade I of the S.L.E.A.S	The Public Service Commission, on the recommendation of a Board of Interview constituting three (03) persons appointed by the Secretary of Education, will make the appointment.
7.	Additional Provincial Director Education	Should be an officer in Grade I . of the S.L.E.A.S	Provincial Education Authorities
8.	Zonal Director of Education	Should be an officer in Grade I of the S.L.E.A.S.	Provincial Education Authorities
9.	Commissioner of Examinations	Should be an officer in Grade I of the S.L.E.A.S.	The Public Service Commission, on the recommendation of a Board of Interview constituting three (03) persons appointed by the Secretary of Education, will make the appointment.

<i>Srl. No.</i>	<i>Post</i>	<i>Eligibility</i>	<i>Method of Selection</i>
10.	Commissioner of Education Publications	Should be an officer in Grade I of the S.L.E.A.S.	The Public Service Commission, on the recommendation of a Board of Interview constituting three (03) persons appointed by the Secretary of Education, will make the appointment.
11.	Principal	Should be an officer in Grade I / II / III of the General Cadre of S.L.E.A.S.	The Public Service Commission, on the recommendation of a Board of Interview constituting three (03) persons appointed by it, will make the appointment. (This recommendation will be made in accordance with a marking scheme approved by the Public Service Commission.)
12.	Deputy / Assistant Director of Education (Ministry of Education)	Should be an officer in Grade II / III of the S.L.E.A.S.	Secretary, Ministry of Education
13.	Deputy Commissioner of Examinations / Assistant Commissioner of Examinations	Should be a Grade II / III officer belonging to the General Cadre of the S.L.E.A.S.	Secretary, Ministry of Education
14.	Deputy / Assistant Commissioner of Education Publications	Should be a Grade II / III officer of the S.L.E.A.S.	Secretary, Ministry of Education
15.	Deputy Zonal Director of Education	Should be an officer in Grade II of the S.L.E.A.S. (General Cadre)	Provincial Education Authorities
16.	Deputy Principal	Should be an officer in Grade II / III of the S.L.E.A.S. (General Cadre)	Secretary, Ministry of Education
17.	Deputy / Assistant Provincial Director of Education	Should be an officer in Grade II / III of the S.L.E.A.S. General Cadre)	Provincial Education Authorities
18.	Deputy / Assistant Provincial Director of Education	Should be an officer in Grade II / III of the S.L.E.A.S. Special Cadre)	Provincial Education Authorities
19.	Deputy / Assistant Zonal Director of Education	Should be an officer in Grade II / III of the S.L.E.A.S. (Special Cadre)	Provincial Education Authorities
20.	Divisional Director of Education	Should be a Grade II / III officer belonging to the General Cadre of the S.L.E.A.S.	Provincial Education Authorities

<i>Srl. No.</i>	<i>Post</i>	<i>Eligibility</i>	<i>Method of Selection</i>
21.	Deputy / Assistant Director of Education (Provincial Education Development Center) (North Central, Sabaragamuwa)	Should be an officer in Grade II / III of the S.L.E.A.S. (General Cadre)	Provincial Education Authorities
22.	Deputy / Assistant Director of Education (Education Resource Center) (Western)	Should be an officer in Grade II / III of the S.L.E.A.S. (General Cadre)	Provincial Education Authorities
23.	Provincial School Principal (Southern, Western)	Should be an officer in Grade II / III of the S.L.E.A.S. (General Cadre)	Provincial Education Authorities

Appendix '6'**Capacity Building Training Courses relating to the Sri Lanka Education Administrative Service****(1) Class III of the Sri Lanka Education Administrative Service**

Should have successfully completed the Capacity Building Training Course in Education Management and Administration conducted by the National Institute of Education / an institute recognized by the Ministry of Education.

Subjects to be included in the course:

- General Policies of Education,
- International Trends on Education,
- Education Management and Elements of Leadership and Subjective Study,
- Elements of Productivity Improvement in Institutes of Education and Subjective Study,
- Preparation of project proposals on Education.

(2) Class II of the Sri Lanka Education Administrative Service

Should have successfully completed the Capacity Building Training Course in Education Management and Administration conducted by the National Institute of Education / an institute recognized by the Ministry of Education.

Subjects to be included in the course:

- Human and Physical Resource Management in the Education System,
- Procurement Management and Technical Evaluations ,
- Case Study on Audits and Discipline in the Institutes of Education,
- Preparation of Analytical Explanatory Reports on Education Research, Projects and Programmes,
- Curricular Development.

(3) Class I of the Sri Lanka Education Administrative Service

Should have successfully completed a Course over a period not less than 100 hours comprising two (02) or more of the following subjects conducted by the National Institute of Education / an institute recognized by the Ministry of Education.

Subjects to be included in the course:

- Education Management and Administration,
- Analysis of Education Policies,
- Education Standards,
- Education Research,
- Advanced Skills of Information and Communication Technology,
- Teacher Education,
- Curricular Development.

Appendix '7'

English Language Test for Grade III of the Sri Lanka Education Administrative Service

Scheme of Evaluation : Written Examination

Contents

English Grammar

A suitable level of proficiency on the following forms of grammar in the spoken and 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.

Writing Skills

The knowledge on the modern formats and styles of writing is tested in this area of study.

- Essay writing
- Summary writing skills
- Report writing skills
- Letter writing

Reading Skills

Candidate's ability to comprehend a printed text, infer meaning and verbal / written interpretation is expected.

- Reading and understanding the specific and general meaning of a printed text
- Reading and Interpretation (verbal / written)

15. Date on which the second official language was passed or exempted from the requirement of being passed:
..... Ref. No. & date of such letter:
16. No pay leave has been obtained/ has not been obtained in this Service (If obtained, state such dates)
.....
17. Date on which the link language was passed or exempted from the requirement of being passed :
..... Ref. No. and date of such letter:
18. Date on which the Capacity Building Training Course for Grade III was successfully followed and completed:
.....
19. Date on which the Post Graduate Diploma in Education was passed:

I request that I be promoted to Grade II of the Sri Lanka Education Administrative Service with effect from:
.....

Date:

.....
Signature of Applicant

Part II

Zonal Director of Education

I recommend and forward the application of the officer,, for promotion to Grade II of the Sri Lanka Education Administrative Service.

Date :

.....
Principal

(For officers serving in the National Schools)

Provincial Director of Education,.....,

The information concerning Mr. / Mrs. / Ms.of Grade III of the Sri Lanka Education Administrative Service is correct.

- (i) Has completed / Has not completed ten (10) years of active service.
- (ii) Has shown / Has not shown a performance of satisfactory or higher level during the period of ten (10) years immediately preceding the promotion.
- (iii) Has not availed / Has availed half pay / no pay leave during the said period of ten (10) years.
- (iv) Has not subjected / Has subjected to punishments other than warning during the said period.
- (v) No disciplinary action pending / Disciplinary action pending against the officer.
- (vi) All salary increments due for the period concerned have been earned / have not been earned.
- (vii) Has been confirmed in the appointment from..... / Has not been confirmed in the appointment.

34A

I කොටස : (I) ඡේදය - ශ්‍රී ලංකා ප්‍රජාතාන්ත්‍රික සමාජවාදී ජනරජයේ අති විශේෂ ගැසට් පත්‍රය - 2015.08.21

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- (viii) Has passed by / Has not passed the 1st Efficiency Bar Examination.
- (ix) Has completed by / Has not completed the requirement of securing a pass in the second official language.
- (x) Has completed by / Has not completed the requirement of securing a pass in the link language.
- (xi) Has completed by / Has not completed the Capacity Building Training Course for Grade III.
- (xii) Has passed by / Has not passed the Post Graduate Diploma in Education.

I recommend / do not recommend the promotion of the officer,, to Grade II of the Sri Lanka Education Administrative Service with effect from.....

Date :

.....
Zonal Director of Education

Provincial Secretary of Education,

I recommend / do not recommend the promotion of the officer,....., Grade III of the Sri Lanka Education Administrative Service to Grade II of the Service with effect from.....

Date :

.....
Provincial Director of Education

(For officers released to the Provincial Public Service temporarily)

Secretary, Ministry of Education.

I recommend /do not recommend the promotion of the officer,....., Grade III of the Sri Lanka Education Administrative Service to Grade II of the Service with effect from.....

Date :

.....
Provincial Secretary of Education / *Provincial Director of Education

*(For officers serving in the National Schools)

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I කොටස : (I) ඡේදය - ශ්‍රී ලංකා ප්‍රජාතාන්ත්‍රික සමාජවාදී ජනරජයේ අති විශේෂ ගැසට් පත්‍රය - 2015.08.21

PART I : SEC. (I) - GAZETTE EXTRAORDINARY OF THE DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA - 21.08.2015

17. Title of the Post Graduate Degree referred to in 10.2 of the Service Minute of S.L.E.A.S. and the date of its validation:

I request that I be promoted to Grade I of the Sri Lanka Education Administrative Service with effect from:

Date:

.....,
Signature of Applicant.

Part II

Zonal Director of Education

I recommend and forward the application of the officer,, for promotion to Grade I of the Sri Lanka Education Administrative Service.

Date :

.....,
Principal.

(For officers serving in the National Schools)

Provincial Director of Education,.....

The information concerning Mr. / Mrs. / Ms.of Grade II of the Sri Lanka Education Administrative Service is correct.

- (i) Has completed / Has not completed seven (07) years of active service in Grade II.
- (ii) Has shown / Has not shown a performance of satisfactory or higher level during the period of seven (07) years immediately preceding the promotion.
- (iii) Has not availed / Has availed half pay / no pay leave during the said period of seven (07) years.
- (iv) Has not been subjected / Has been subjected to punishments other than warning during the said period.
- (v) No disciplinary action pending / Disciplinary action pending against the officer.
- (vi) All salary increments due for the period concerned have been earned / have not been earned.
- (vii) Has been confirmed in the appointment from..... / Has not been confirmed in the appointment.
- (viii) Has completed by / Has not completed the Capacity Building Training Course for Grade 11.
- (ix) Has passed by / Has not passed the 2nd Efficiency Bar Examination.
- (x) Has obtained by / Has not obtained the Post Graduate Degree referred to in 10.2 of the Service Minute of S.L.E.A.S.

I recommend / do not recommend the promotion of the officer,, to Grade I of the Sri Lanka Education Administrative Service with effect from.....

Date :

.....,
Zonal Director of Education.

Provincial Secretary of Education,

I recommend / do not recommend the promotion of the officer,....., Grade II of the Sri Lanka Education Administrative Service to Grade I of the Service with effect from.....

Date:

.....,
Provincial Director of Education.

(For officers released to the Provincial Public Service temporarily)

Secretary, Ministry of Education.

I recommend /do not recommend the promotion of the officer,....., Grade II of the Sri Lanka Education Administrative Service to Grade I of the Service with effect from.....

Date:

.....,
Provincial Secretary of Education / *Provincial Director of Education.

(* For officers serving in the National Schools)

Appendix '10'

Specimen Application Form

Promotion of officers in Grade I of the Sri Lanka Education Administrative Service to Special Grade

Part I

1. (a) Name with initials : Mr. / Mrs. / Ms.
 (b) Names denoted by initials:
 (c) Name previously used following the change of any names :
 (Applicable only if any)
2. Date of birth:
3. National Identity Card No. :
4. Private address:
5. School / Office serving as at present:
6. Telephone Number : Private Official
7. Position held as at present:
8. 8.1 If released to Provincial Public Service – Province: Zone:
 8.2 The Zone of your National School if you serve in one such:
9. Date of appointment to Grade III of the S.L.E.A.S:
10. No. of the letter of appointment to Grade III of the S.L.E.A.S:.....
 Ref. No. & date of such letter:
11. Date of confirmation in the appointment:
12. Date of promotion to Grade I of the S.L.E.A.S:.....
13. Date on which the 3rd E.B. was passed and the Index No. concerned :
14. Date on which the Capacity Building Training Course was completed:
15. Date of completion of five (05) years in Grade I:
16. Level of performance shown during the five (05) years immediately preceding the promotion:

<i>Year</i>	<i>Level of performance</i>

I request that I be promoted to Special Grade of the Sri Lanka Education Administrative Service with effect from:

Date:

.....
Signature of Applicant.

Part II

Provincial Director of Education,.....,

The information concerning Mr. / Mrs. / Ms.of Grade 1 of the Sri Lanka Education Administrative Service is correct.

- (i) Has completed / Has not completed five (05) years of active service in Grade I.
- (ii) Has shown / Has not shown a performance of satisfactory or higher level throughout the period of five (05) years immediately preceding the promotion.
- (iii) Has not availed / Has availed half pay / no pay leave during the said period of five (05) years.
- (iv) Has not subjected / Has subjected to punishments other than warning during the said period.
- (v) No disciplinary action pending / Disciplinary action pending against the officer.
- (vi) All salary increments due for the period concerned have been earned / have not been earned.
- (vii) Has been confirmed in the appointment from..... / Has not been confirmed in the appointment.
- (viii) Has passed by / Has not passed the 3rd Efficiency Bar Examination.
- (ix) Has completed by / Has not completed the Capacity Building Training Course for Grade 1 on the due date.

I recommend / do not recommend the promotion of the officer,, Grade I of the Sri Lanka Education Administrative Service to Special Grade with effect from.....

Date :

.....
Zonal Director of Education.

Provincial Secretary of Education,

I recommend / do not recommend the promotion of the officer,, Grade I of the Sri Lanka Education Administrative Service to Special Grade of the Service with effect from.....

Date :

.....
Provincial Director of Education.

(For officers released to the Provincial Public Service temporarily)

Secretary, Ministry of Education.

I recommend /do not recommend the promotion of the officer....., Grade I of the Sri Lanka Education Administrative Service to Special Grade of the Service with effect from.....

Date :

.....
Provincial Secretary of Education / *Provincial Director of Education

(*For officers serving in the National Schools)

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