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## The Gazette of the Democratic Socialist Republic of Sri Lanka

EXTRAORDINARY

අංක 1086/26 — 1999 ජූලි 02 වැනි සිකුරාදා — 1999.07.02

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### PART I : SECTION (I) — GENERAL

#### Government Notifications

##### MINUTE OF THE SRI LANKA PRINCIPALS' SERVICE

THIS Minute shall be deemed to have come into force on 01st of January, 1997.

2. (a) The term 'Minute' shall mean the Minute of the Sri Lanka Principals' Service. Definition.  
(b) The term 'Committee' shall mean the Education Service Committee.  
(c) The term 'Service' shall mean the Sri Lanka Principals' Service unless otherwise stated.  
(d) The Prescribed Date means the 31st day of December, 1996.

3. The Service shall consist of Public Officers appointed to Class I, Grade I of Class 2, Grade II of Class 2 and Class 3 in the following numbers and with the following salary scales :—

- |   |                             |
|---|-----------------------------|
| (1) Class 1—Cadre—2485<br>Salary scale per annum—Rs. 123,480—10 x 5,520—Rs. 178,680.            | Cadre and Salary<br>scales. |
| (2) Grade I of Class 2—Cadre—5555<br>Salary scale per annum—Rs. 117,960—10 x 5,520—Rs. 173,160. |                             |
| (3) Grade II of Class 2—Cadre—4998<br>Salary scale per annum—Rs. 90,420—7 x 3,000—Rs. 111,420.  |                             |
| (4) Class 3—Cadre—3474<br>Salary scale per annum—Rs. 67,320—12 x 2,460—Rs. 96,480.              |                             |

*Note.*—The cadre may be varied from time to time according to the needs of the Ministry of Education.

4. The number of vacancies in any Grade/Class to be filled in any year shall be the number of vacancies on the 1st of January and 1st of June of that year.

5. Appointments to vacancies in Class 3 of the Service will be made by the Committee on the results of a Limited Competitive Examination as prescribed by the Committee and to be conducted by the Commissioner of Examinations on its behalf and an Interview or Interviews. Details of this Examination are set out in Appendix 'A'. Appointments to  
Class 3.

6. A Public Officer will be eligible to sit the Limited Competitive Examination for appointment to Class 3 of the Service if he—

- (i) is a Trained Teacher with not less than 5 years of satisfactory service after training ; and  
(ii) has been confirmed in his post.

7. The method of application for the examination and the fees required will be notified in the *Gazette of the Democratic Socialist Republic of Sri Lanka*.

Appointments to  
Grade II of the  
Class 2.

8. (a) Appointments to Grade II of Class 2 of the Service shall be :—

- (i) on the results of a Limited Competitive Examination ; and
- (ii) by promotion on merit and seniority.

(b) Appointments to not more than 60% of the vacancies in Grade II of Class 2 of the Service will be made by the Committee on the results of a Limited Competitive Examination as prescribed by the Committee and to be conducted by the Commissioner of Examinations on its behalf and an Interview or Interviews. Details of this Examination are set out in Appendix ' B '.

9. A Public Officer will be eligible to sit the Limited Competitive Examination for appointment to Grade II of Class 2 of the Service if he—

- (i) is a Trained Teacher with not less than 10 years of satisfactory service after training ; or is a Graduate Teacher with not less than 5 years of satisfactory service as a Graduate Teacher ; and
- (ii) has been confirmed in his post.

10. The method of application for the examination and the fees required will be notified in the *Gazette of the Democratic Socialist Republic of Sri Lanka*.

11. Appointments to not more than 40% of the vacancies in Grade II of Class 2 of the Service will be made by the Committee by promotion of Officers of Class 3 of the Service, on the basis of seniority and merit, on the results of an Interview or Interviews.

12. A confirmed Public Officer with not less than 3 years of satisfactory service in Class 3 of the Service will be eligible to be considered for promotion to Grade II of Class 2 on the basis of seniority and merit.

13. Applications for promotions to Grade II of Class 2 of the Service on the basis of seniority and merit should be made when called for by a Circular to be issued by the Secretary to the Committee and/or by any other notification that the Committee may deem it necessary.

Appointments to  
Grade I of  
Class 2.

14. (a) Appointments to Grade I of Class 2 of the Service will be :—

- (i) on the results of a Limited Competitive Examination ; and
- (ii) by promotion on the basis of merit and seniority.

(b) Appointments to not more than 60% of the vacancies in Grade I of Class 2 of the Service will be made by the Committee on the results of the Limited Competitive Examination as prescribed by the Committee and to be conducted by the Commissioner of Examinations on its behalf and an Interview or Interviews. Details of this Examination are set out in Appendix ' B '.

15. A Public Officer will be eligible to sit the Limited Competitive Examination for appointment to Grade I of Class 2 of the Service if he—

- (i) is a Trained Teacher with not less than 12 years of satisfactory service after training ; or is a Graduate Teacher with not less than 7 years of satisfactory service as a Graduate Teacher ; and
- (ii) has been confirmed in his post.

16. The method of application for the examination and the fees required will be notified in the *Gazette of the Democratic Socialist Republic of Sri Lanka*.

17. Appointments to not more than 40% of the vacancies in Grade I of Class 2 of the Service will be made by the Committee by promotion of the Officers in Grade II of Class 2 of the Service, on the basis of seniority and merit, on the results of an Interview or Interviews.

18. A confirmed Public Officer will be considered eligible for promotion to Grade I of Class 2 on the basis of merit and seniority if he has not less than 5 years of satisfactory service in Grade II of Class 2 of the Service.

19. Applications for promotion to Grade I of Class 2 of the Service on the basis of merit and seniority should be made when called for by a Circular to be issued by the Secretary to the Committee and/by any other notification that the Committee may deem it necessary.

20. (a) Appointments to Class 1 of the Service will be :—

- (i) on the results of a Limited Competitive Examination ; and
- (ii) by promotion on the basis of merit and seniority.

Appointments to  
Class 1.

(b) Appointments to not more than 60% of the vacancies in Class 1 of the Service will be made by the Committee on the results of a Limited Competitive Examination as prescribed by the Committee and to be conducted by the Commissioner of Examinations on its behalf and an Interview or Interviews. Details of this Examination are set out in Appendix ' C '.

21. A Public Officer will be eligible to sit the Limited Competitive Examination for appointment to Class 1 of the Service if he—

- (i) is a Trained Teacher with not less than 15 years of satisfactory service after training ; or is a Graduate Teacher with not less than 10 years of satisfactory service as a Graduate Teacher ; and
- (ii) has been confirmed in his post.

22. The method of application for the examination and the fees required will be notified in the *Gazette of the Democratic Socialist Republic of Sri Lanka*.

23. Appointments to not more than 40% of the vacancies in Class 1 of the Service will be made by the Committee by promotion of the officers in Grade I of Class 2 of the Service on the basis of seniority and merit on the results of an Interview or Interviews.

24. A confirmed Public Officer will be considered eligible for promotion to Class 1 on the basis of merit and seniority if he has not less than 5 years of satisfactory service in Grade I of Class 2 of the Service.

25. Applications for promotions to Class 1 of the Service on the basis of merit and seniority should be made when called for by a Circular to be issued by the Secretary to the Committee and/or by any other notification that the Committee may deem it necessary.

26. (a) The number to be appointed to any Grade/Class at any time will be determined by the Committee in consultation with the Secretary to the Ministry of Education.

(b) Only an officer who reaches the minimum standard at a Limited competitive Examination referred to in the preceding paragraphs, as determined by the Committee, will be required to present himself for an Interview or Interviews.

29/03/17

General conditions applicable to recruitment to any Grade/Class.

(c) The Committee shall determine the minimum standard referred to at (b) above so that the number of officers required to be present for an interview shall not be more than twice the number of vacancies to be filled in a particular Grade/Class.

(d) The number of officers required to be present for an interview for selection on the basis of merit and seniority for any Grade/Class will be determined by the Committee that it will not be more than twice the number of vacancies to be filled on that basis.

(e) An officer will be deemed to have satisfactory service if he has—

- (i) earned all his increments on the due dates during the period of 5 years prior to his becoming eligible for promotion ; and
- (ii) not been subject to any disciplinary punishment for an offence the committing of which took place during the period of 5 years prior to his becoming eligible for promotion.

(f) A qualification required for appointment to any Grade/Class in the Service shall be deemed to have been obtained only if a person has completed the requirements by the last day of the month preceding the month in which the closing date for application occurs.

(g) The service of an officer prior to the prescribed date in a post shown under the first column below will be deemed as service in the corresponding Grade/Class shown under the second column.

<i>01st Column</i>	<i>02nd Column</i>
Sri Lanka Principals Grade III	New Class 2 Grade II
Sri Lanka Principals Grade II	New Class 2 Grade I
Sri Lanka Principals Grade I	New Class I

Efficiency Bar Examination.

27 (a) An officer appointed to the Service will be required to pass at least one Efficiency Bar Examination. An officer will not be allowed to proceed beyond the Efficiency Bar specified for his Grade/Class unless he has passed or has been exempted from the Efficiency Bar Examination specified for the Grade/Class immediately below his own for the Efficiency Bar Examination as set out in Appendix ' D '.

(b) Where, at the time of appointment to a Grade/Class in the Service an officer has passed the salary point of the Efficiency Bar specified for that Grade/Class he is required to pass that Efficiency Bar Examination within two years from the date of appointment to that Grade/Class.

(c) An officer who is absorbed into the Service and who has not passed his Efficiency Bar Examinations will be given a period of 3 years from the date of issue of the letter of absorption to him, to pass his Efficiency Bar Examination. He will have his increments deferred if he fails to pass the Efficiency Bar Examination within the prescribed period.

(d) An officer in the Service will be exempted from the Efficiency Bar Examination on completing 45 years of age.

Proficiency in the 2nd Language.

28. (a) An officer appointed to any Grade/Class in the Service will be required to pass an Examination in the 2nd Language or be exempted therefrom before promotion over the Efficiency Bar specified for that Grade/Class.

(b) In the case of an officer deemed an ' Old Entrant ' for the purpose of the Official Language Policy the 2nd Language will be Tamil for a Sinhalese Officer and it will be Sinhala for a Tamil Officer.

(c) In the case of an officer deemed a ' New Entrant ' for the purpose of the Official Language Policy, the 2nd Language will be Tamil or English for one who qualified for appointment to the Service in Sinhala, and Sinhala for one who qualified for appointment to the Service in Tamil or English.

(d) Sinhalese or a Tamil Officer deemed an ' Old Entrant ' for the purpose of the Official Language Policy will be exempted from an examination in the 2nd Language (viz., Tamil or Sinhala respectively), provided he passes an examination in Sinhala or Tamil respectively of the standard of the G.C.E. (Ordinary Level).

(e) An officer who qualifies for appointment to the Service in Tamil or English and is deemed to be a 'New Entrant' for the purpose of the Official Language Policy, will be exempted from an examination in the 2nd Language, provided he has passed the Grade III Proficiency Test in Sinhala prescribed by the Treasury Circular No. 701 of 04th September, 1966, or has been exempted therefrom.

(f) An officer in the Service will be exempted from the 2nd Language on completing 45 years of age.

29. (a) Posts of Principal, Deputy Principal and Assistant Principal of Schools will normally be held by the officers of the Service and the Officers of the Sri Lanka Educational Administrative Service. The Cabinet of Ministers however, reserves the right to appoint any Public Officer to any of the posts of Principal, Deputy Principal and/or Assistant Principal of Schools.

Deployment.

(b) The officers of the Service will be deployed by or on behalf of the Committee in consultation with the Secretary to the Ministry of Education having regard to their Grades/Classes as well as to the size and status of schools. For example, an officer in Class 1 of the Service may be deployed as a Principal of a school in the Category of 1C or as a Deputy Principal of a school in the Category 1 A/B or as an Assistant Principal in the Category of National Schools.

(c) An officer in the Service is liable to be transferred to any part of the Island.

30. An officer absorbed into the Service in terms of paragraph 31 will, on application, be given the option to retire from the Service under Section 7 of the Minute of Pensions, such option to be exercised within 3 years from the date of the letter of absorption issued to him, provided the Secretary to the Ministry of Public Administration is satisfied that he was adversely affected by the provisions of this Minute to such an extent to justify the grant of such concession.

31. All officers who on the prescribed date were Principals Grade I, Grade II and Grade III of the Sri Lanka Principals' Service will be absorbed into the Service in the following manner.

(i) All officer who held posts of Grade I of the Sri Lanka Principals' Service on the prescribed date and who, on the date of appointment to such grade, possessed the qualifications in terms of Section 15 or 18 or 25 of the Minute of the Service that came into effect from 01st January, 1985, to Class 1, of the Service and all officers who held posts of Grade I stated above and who did not possess the qualifications stated above to the Grade I of Class 2 of the Service.

(ii) All officers who held posts of Grade II of the Sri Lanka Principals' Service on the prescribed date and who, on the date of appointment to such grade, possessed the qualifications in terms of Sections 09, 12 or 25 of the Minute of the Service that came into effect from 01st January, 1985, to the Grade I of Class 2 of the Service and all officers who held posts of Grade II stated above and who did not possess the qualifications stated above to the Grade II of Class 2 of the Service.

(iii) All officers who held posts of Grade III of the Sri Lanka Principals' Service on the prescribed date and who, on the date of appointment to such grade, possessed the qualifications in terms of Section 06 or 25 of the Minute of the Service that came into effect on 01st January, 1985, to the Grade II of Class 2 of the Service and all officers who held posts of Grade III stated above and who did not possess the qualifications stated above to Class 3 of the Service.

32. (a) The salaries of the officers absorbed into the Service will be determined in terms of the Schedule VII of the Establishment Code.

(b) An officer absorbed into the Service and who at the time of absorption was on a salary scale more favourable to him than that which is assigned to him in terms of this paragraph is entitled to opt to retain the assigned salary scale as personal to him.

33. Any matter not provided for in this Minute will be determined by the Cabinet of Minister.

Secretary,  
Education Service Committee.

Appendix 'A'

**Details of the Limited Competitive Examination for Appointment to Class 3 of  
Sri Lanka Principals' Service**

**PARAGRAPH 05 OF THE MINUTE**

**Method of Testing.**—An examination consisting of written papers in the following subjects and an Interview or Interviews :—

(i) Comprehension	—	100 marks
(ii) General Knowledge	—	100 marks
Interview	—	100 marks

2. **Syllabus.**—(i) Comprehension : 1 1/2 hours.

Questions will be set to assess the candidate's ability to grasp the meaning of a passage or passages.

(ii) General Knowledge : 2 hours.

A question paper designed to test the candidate's awareness of the environment in which he lives and works including the political, social and technological environment and matters of current national and international interest. A choice of question will be allowed.

**Note.**—(i) Only those candidates who obtain a sufficiently high level of marks in the written examination will be requested to present themselves for the Interview or Interviews.

(ii) The marks scored by the candidates in the written examination will not be made available to the Board/Boards conducting Interview/Interviews.

(iii) The order of merit of the candidates will be determined by adding the marks scored by them at the written examination.

Appendix 'B'

**Details of the Limited Competitive Examination for Appointment to Grade I and Grade II of Class 2 of the  
Sri Lanka Principals' Service**

**PARAGRAPHS 8 AND 14 OF THE MINUTE**

There will be only one Limited Competitive Examination for appointment to both Grade I and Grade II of Class 2.

2. A Public Officer who is eligible to apply for the examination for appointment to both Grade I and Grade II of Class 2 can apply if he so desires, for both Grades or only for one Grade. A Public Officer who is eligible to apply only for one Grade, can naturally apply only for that Grade.

In the case of one who applies for both Grades, selection to either Grade I or Grade II of Class 2 in the event of reaching the required standard, will depend on his order of merit at the examination including the interview.

3. **Method of Testing.**—An examination consisting of written papers in the following subjects and an Interview or Interviews :—

(i) Comprehension	—	100 marks
(ii) General Knowledge	—	100 marks
(iii) Educational Policy and Administration	—	100 marks
Interview	—	150 marks

**Syllabus.—(i) Comprehension : 1 1/2 hours**

Questions will be set to assess the candidates ability to grasp the meaning of a passage of passages.

**(ii) General Knowledge : 2 hours**

A question paper designed to test the candidates awareness of the environment in which he lives and works including the political, social, cultural, economic and technological environment and matters of current, national and international interest. A choice of questions will be allowed.

**(iii) Educational policy and Administration : 3 hours**

A candidate is expected to be familiar with the following : Uses and aims of education ; size of the education sector and spending, access and equality ; relevance and efficiency :

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

*Note.—(i) Only those candidates who obtain a sufficiently high level of marks in the written examination will be requested to present themselves for the Interview or Interviews.*

*(ii) The marks scored by the candidates in the written examination will not be made available to the Board/Boards conducting Interview/Interviews.*

*(iii) The order of merit of the candidates will be determined by adding the marks scored by them at the Interview to the marks scored by them at the written examination.*

**Appendix 'C'**

**Details of the Limited Competitive Examination for the appointment to Class I of the Sri Lanka Principals' Service**

**PARAGRAPH 20 OF THE MINUTE**

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

(i) Comprehension	— 100 marks
(ii) General Knowledge	— 100 marks
(iii) Educational Policy and Administration	— 100 marks
(iv) Applied Educational Psychology and Student Counselling	— 100 marks
Interview	— 150 marks

**Syllabus :—**

(i) Comprehension	} As in appendix 'B' above
(ii) General Knowledge	
(iii) Educational Policy and Administration	
(iv) Applied Educational Psychology and Student Counselling	— 3 hours

A question paper to test the ability of the candidate to apply fundamentals of Educational Psychology in finding solutions for problems relating the process of education which covers learning, teaching and evaluation, problems relating to management and administration and educational and personal problems of students.

*Note.*—(i) Only those candidates who obtain a sufficiently high level of marks in the written examination will be requested to present themselves for the Interview or Interviews.

(ii) The marks scored by the candidates in the written examination will not be made available to the Board/Boards conducting Interview/Interviews.

(iii) The order of merit of the candidates will be determined by adding the marks scored by them at the Interview to the marks scored by them at the written examination.

*Appendix 'D'*

**Efficiency Bar Examination for Officers in Class I Grade I and Grade II of Class 2  
and Class 3 of the Principals' Service**

**PARAGRAPH 27 OF THE MINUTE**

The Efficiency Bar Examination will consist of the following subjects :—

- (i) Provisions of the Establishment Code,
- (ii) Finance,
- (iii) Educational Administration and Supervision.

2. An officer may take up the subjects on one and the same occasion or on separate occasions.

3. *Scheme of examination :*

- (i) Establishment Code — 2 hours.  
Chapters - I, II, III, IV, V, VI, VII, VIII, IX, X, XI, XVI, XXIII, XXIV, XXV, XXVII, XXIX, XXXI,  
XXXII, XXXIII, XLVII, XLVIII.
- (ii) Management of Finance in Schools — 2 hours
- (iii) Educational Administration and Supervision — 3 hours

Policy of the Ministry of Education, Organization of the Ministry of Education and Department and agencies under the Ministry including Provincial Departments and their functions ; School management ; school community relations ; supervision of schools and evaluation of teacher performance. Educational Planning at National, Regional and School Levels.

07-491