

**Application for Promotion of Officers in Grade III to Grade II of the Sri Lanka Teacher**

**Educators' Service**

Part 1

( To be filled by the applicant)

1. (a) Name with initials: - .....  
Rev/Mr. / Mrs. / Miss
- (b) Names denoted by initials: - .....
- (c) If the name was changed, the name previously used: - .....  
.....  
(If the name has been changed, a revised birth certificate should be submitted)
2. Date of Birth: - .....
3. National Identity Card Number: - .....
4. Private Address: - .....
5. Telephone / e-mail: - .....
6. Institute serving as at present: - .....
7. Position held as at present: - .....
8. Date of appointment to Grade III of the Sri Lanka Teacher Educators' Service: - .....
9. Number and date of the letter of appointment to Grade III, Sri Lanka Teacher Educators' Service: - .....
10. Date of confirmation in the appointment: - .....
11. Date of passing the 1st Efficiency Bar: - .....
12. Date of completion of ten (10) years of service: - .....
13. Date of passing of the other official language or date of exemption from the requirement of passing: - .....
14. Date of passing the link Language or Date of Exemption from the requirement of passing: - .....
15. If recruited to the service in the medium other than an official language (English), then the date of passing of the official language or date of exemption from the requirement of passing:- .....
16. Date of Successful Completion of Capacity Bulding Course 1: - .....
17. Has the officer joined the service under the minimum qualifications mentioned in the service minute? (Yes / No):- .....
- I. If yes, have the relevant qualifications been completed within 05 years from the date of appointment? (Yes / No):- .....
- II. Date of Completion of the above qualification -: .....

III. Name of the Bachelor of Education degree in the relevant subject: - .....

IV. Name of the Diploma in Postgraduate Studies: -.....

V. Post Graduate: - .....

I request to be promoted to Grade II of the Sri Lanka Teacher Educators' Service with effect from .....

Date :- .....

.....

Signature of the applicant

### Part II

Chief Commissioner (Teacher Education)

The information regarding Rev / Mr / Mrs / Miss..... Grade III Officer of the Sri Lanka Teacher Educators' Service attached to the .....National collage of Education/ Teachers College / Teacher Center within ten (10) years prior to the date .....he/she on which qualifies for promotion to Grade II of the Sri Lanka Teacher Educator Service is as follows according to the personal file.

(i). Has/Has not completed ten (10) years of active service

(ii) Information on Performance level (Prior to the date of eligibility for promotion

Performance level for 10 year (Insert an "√" in the appropriate box)

(Submit information including immediately preceding 05 years)

Table 01: Performance level

Year	Level of Performance			
	Unsatisfactory	Satisfactory	Above average	Excellent

Accordingly Rev / Mr / Mrs / Miss..... has shown satisfactory or a higher level performance throughout the period of ten(10) years preceding the promotion

(iii) Has obtained / has not obtained unpaid / half pay leave during the preceding 10 years of the promotion.

(A) If he/she has obtained such unpaid / half pay leave submit those information in table 02: -  
(Submit information including the immediately preceding 05 years)

Table 02: Unpaid / Half Pay Leave

Year	No-pay/ half pay leave	Reason
	.....Years..... Month ..... Days	
	.....Years..... Month ..... Days	
	.....Years..... Month ..... Days	
	.....Years..... Month ..... Days	
	.....Years..... Month ..... Days	
	.....Years..... Month ..... Days	
	.....Years..... Month ..... Days	
	.....Years..... Month ..... Days	
	.....Years..... Month ..... Days	
	.....Years..... Month ..... Days	

(iv) Has not subjected/Has subjected to disciplinary, audit or investigation within the preceding 10 years.

(A) If there is such a disciplinary, audit or investigation provide information in table 03: -  
(Submit information including the immediately preceding 05 years)

Table 03: Disciplinary / Audit / Investigation status

Year	Whether disciplinary, audit or Investigation actions were taken			Present Status (With dates)
	Disciplinary	Audit	Investigation	



I hereby certify that Rev/Mr/Mrs/Miss ..... The grade III officer of the Sri Lanka Teacher Educator Service has completed /has not completed a satisfactory service period of 05 year immediately preceding to the promotion date also has not/has been subjected to a disciplinary penalty, has completed/has not completed a active and satisfactory service period of 10 years preceding to the date ..... which is eligible for the promotion to grade II of Sri Lanka Teacher Educator Service

Hence, I hereby recommend/ do not recommend promotion of Rev/Mr/Mrs/Miss .....to grade II of Sri Lanka Teacher Educator Service, from .....

Date :- .....

.....

President of the National college of Education/  
Zonal Director of Education

---

Secretary  
Ministry of Education

I hereby recommend/do not recommend promotion of Rev/Mr/Mrs/Miss ..... to grade II of Sri Lanka Teacher Educator Service, from .....

Date :- .....

.....

Chief Commissioner (Teacher Education)

