

My No : 2/MSA/PS/8
Education Development Division.
Ministry of Education and
Higher Education,
"Isurupaya"
Battaramulla.

18 th September 1995.

Ministry of Education and
Higher Education
Circular No. 23/1995

To Managers of all Private Non-fee levying schools.

SPECIAL POSTS IN PRIVATE NON-FEE LEVYING SCHOOLS

I am issuing this Circular in place of Circular No. 50 of 1958, bearing reference No. ASA/963 dated 29 th December 1958 issued by Mr. S. F. de Silva, the then Director of Education. The Circular No. 50 of 1958 is hereby repealed, and you are kindly requested to act in conformity with this Circular, in filling all special posts in your schools. This circular is also made applicable to the filling of any special posts in your schools, which had been vacant from a date prior to the issue of this Circular.

You are required to follow the following procedure in filling all special posts in your respective schools.

- (1) When vacancy for a Special post impending or a school becomes entitled to a new special post, the manager shall call for applications for the post through the principal of the school. When there is more than one applicant the Manager shall hold an interview to select a suitable person. The Manager's decision should be conveyed to me through the Provincial Director of Education for my approval. Once my approval is given, the Manager will issue the letter of appointment. Any applicant aggrieved with the decision of the Manager, has a right of appeal to the Board of Governors of the School, where such a Board exists. The Board of Governors has the right after due inquiry, to affirm or vary the decision of the Manager.
- (2) Only those teachers who have put in five years of service in the school and have over ten years service as a teacher, and who is a graduate of a recognized University, shall be eligible to apply for a Grade I Special Post.
 - (a) Conditions re-length of service may be relaxed in exceptional circumstances, where the Manager is satisfied that but for this relaxation the school would suffer serious deterioration of standards.
 - (b) Any applicant adversely affected by this relaxation, will have the right of appeal to the Board of Governors of the School.
- (3) The following qualification should be considered in the granting of special posts.
 - I Seniority in the profession and in the particular school
 - II Success as a teacher as shown in Examination results
 - III Meritorious Service - long devoted and loyal Service to the school - work for the school's progress.

- IV Positions of special, responsibility held during the teachers professional career and not necessarily at the time the post falls vacant. The candidate's ability to maintain good rapport with his Colleaguse, including the Head of the School deserves special consid-
eration.
- V Special work of an advanced character e.g. senior Master teaching any of the G. C. E. Advance Leval subjects the Professional career and not necessarily at the time the post falls vacant.
- VI Special academic or professional qualifications, e. g. a first or a second class Degree. post Graduate qualifications. M. A. M. phil. ph⁺ D. etc.

Any special Training Programmes attended relevart to the field of Education, either in Sri Lanka or abroad. Any books or articles written by an applicant pertaining to any aspect of Education.

- (4) The follwing categories of teachers are also eligible for special posts Grede II and III respec-
tively.

For Special Posts Grade II

Trained teachers who count at least 12 years service after training

For Special Posts Grade III

Trained teachers who have completed 7 years service after training

- (5) Where a Special Post holder in a school is to be transferred by a Manager to a School under his Management, where no special post is available, a proposal for such a transfer should be treated as a proposal for discontinuance and the procedure regarding discontinuance should be followed in such a case

Please acknowledge receipt of this Circular.

M. D. D. Pieris
Secretary
Education and Higher Education.

Copies to:

- 1 All Provincial Directors of Education - for information
- 2 All Principals of Private non-fee levying schools - f. i
- 3 Auditor - General
- 4 Attorney General