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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**

**MINUTE OF THE SRI LANKA PRINCIPALS SERVICE**

THE Service Minute of the Sri Lanka Principals Service as set out hereunder is substituted for the Service Minute of the Sri Lanka Principals Service published in the *Gazette Extraordinary* No.1086/26 of 02.07.1999 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 October, 2014.

**01. Effective Date :**

This Minute of the Sri Lanka Principals Service shall come into force with effect from 01<sup>st</sup> of July, 2008.

**02. Appointing Authority :**

- 2.1 Public Service Commission is the Appointing Authority of the officers of Class 1 of the Principals Service of the National Schools and the institutions under the purview of the Ministry and of the Principals of National Schools.
- 2.2 The Secretary of the line Ministry in charge of the subject of education is the appointing Authority of the appointments of the Principals of Class 1, 2 and 3 not falling under 2.1 above.



### 03. Category of Service / Categories of Service :

3.1 Category of service: The Sri Lanka Principals Service

3.2 Class - Class 3  
Class 2  
Class 1

### 04. The Role :

The officers of the Principals Service should carry out all the functions concerning school administration and management including the duties that are assigned in connection with the conduct of national level examinations and other examinations relating to the education of the government schools under the administration of the line Ministry and Provincial Education Ministries in conformity to the National Education Policy in addition to the duties involving education as decided upon and required by the government for implementation through schools towards strengthening of the sports activities and other subject related work in schools as well as the process of learning and teaching.

### 05. Salary :

5.1 Salary Code - GE - 4 - 2006

5.2 Salary Scale

Rs. 17,060 – 7 X 330 – 6 X 400 – 11 X 645 – 14 X 790 – Rs. 39,925

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

<i>Class</i>	<i>Salary Scale</i>	<i>Initial Salary Point</i>
3	Step 1	Rs. 17,060
2	Step 8	Rs. 19,370
1	Step 15	Rs. 22,415

### 06. Posts belonging to the Service :

6.1 Posts belonging to the Service :

<i>Approved titles of the posts</i>	<i>Approved grade of the post</i>	<i>Approved cadre</i>	<i>Duties</i>
Assistant Principal	Grade II Grade III	901 510	i. To assist in the school administration under the control and supervision of the Principal. ii. To carry out assigned duties in relation to the examinations conducted at the school level. iii. To contribute towards learning and teaching process. iv. To perform activities of subject related duties. v. Other duties assigned by the Principal. vi. To carry out duties decided upon as being liable to be implemented at the school level by the government.
Deputy Principal	Grade I Grade II Grade III	1327 2495 1467	

<i>Approved titles of the posts</i>	<i>Approved grade of the post</i>	<i>Approved cadre</i>	<i>Duties</i>
Principal	Grade I Grade II Grade III	2205 2716 4891	(i) To perform duties assigned by the education authorities appropriately conducting the school administration and management in conformity to the National Education Policy. (ii) To properly maintain and supervise the process of learning and teaching, activities relating to subject evaluation and physical resources of the school.

## 6.2 Consolidated number of posts:

<i>Grade</i>	<i>Number</i>
Grade I	3532
Grade II	6112
Grade III	6868

Consolidated number of posts: 16512

All of the Grades III, II and I are reckoned as a consolidated cadre when promotions are made.

*Note :* (i) The cadre may be varied from time to time on the exigency of the education system subject to approval of the Department of Management Services.

(ii) Where recruitments are made for the vacancies in the approved cadre they are made separately in both the media of Sinhala and Tamil according to number of vacancies existing as Sinhala and Tamil medium.

## 6.3 Nature of the Posts:

Posts are permanent and pensionable.

## 07. Method of Recruitment to Service :

### 7.1 Percentage of recruitment

<b>Stream</b>	<b>Percentage</b>
Open	Not Applicable
Limited	100%

### 7.2 Limited Recruitment :

7.2.1 Class to which recruitment is made ; Class 3 of the Sri Lanka Principals Service

7.2.2 Qualifications :

Teachers of The Sri Lanka Teachers Service who possess following qualifications and who are confirmed in the service are eligible to sit the limited competitive examination.

7.2.2.1 *Educational and Professional Qualifications :*

- (i) Bachelor of Education Degree obtained from a university recognized by the University Grants Commission or from the National Institute of Education.

OR

- (ii) Degree in any area of subject recognized by the University Grants Commission

WITH

Post Graduate Diploma in Education.

OR

Trained Teacher Certificate.

OR

- (iii) National Diploma in Teaching / Trained Teacher Certificate

7.2.2.2 *Experience :*

Should be an officer who has completed Five (05) years of satisfactory service in the Sri Lanka Teachers Service in which he fulfilled qualifications under (i) or (ii) of 7.2.2.1 or Six (06) years of satisfactory service in the Sri Lanka Teachers Service in which he fulfilled qualifications under (iii) of 7.2.2.1 and earned all salary increments due to him during such period.

7.2.2.3 *Physical and Mental Fitness :*

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

7.2.2.4 *Other :*

- (i) No candidate is allowed to vie for the competitive examination for recruitment to the Principals Service for more than three (03) sittings.
- (ii) Every candidate should have fulfilled all the required qualifications in every respect to sit the competitive examination for recruitment to the Principals Service as at the date on which the relevant *Gazette* Notification so requires.
- (iii) Should have been confirmed in the Sri Lanka Teachers Service.

7.2.3 Age: Maximum age will be 50 years.

7.2.4 Method of Recruitment :

7.2.4.1 *Written Examination :*

A written examination comprising three (03) question papers will be held. The syllabus for the written examination is at Appendix "A".

Subjects	Maximum Marks	Passable Marks (Minimum)
Comprehension	100%	40%
Case study on school administration	100%	40%
Aptitude and General Knowledge	100%	40%

Conducting Authority - Commissioner General of Examinations

7.2.4.2 *Trade Test* – Not applicable

7.2.4.3 *General and Structured Interview* :

7.2.4.3.1 General Interview:

- Based on the aggregate of marks obtained at the written examination, candidates constituting twice the number of vacancies in the order of merit of the highest marks will be called for the general interview. Those who are found to be eligible from such interview will be called for the structured interview.
- Objectives to be achieved: To ascertain as to whether the qualifications referred to in 7.2.2 above and the basic qualifications referred to in the notification published for recruitment have been met and to determine on the competency concerned.

7.2.4.3.2 Structured Interview:

- A presentation outlining topics with regard to Role of the Principal has to be made. 25 marks will be awarded for it.

(Criteria of assigning marks at this structured interview are given in 4.2 of Appendix A.)

7.2.4.4 *Appointing Authority of the Board of Interview* -

Secretary of the line Ministry in charge of the subject of education.

7.2.4.5 *Board of Interview*

The board of interview should constitute three persons, the Chairman of which will be a Class I Officer of the Sri Lanka Administrative Service and the other two should comprise from among an Officer of the Sri Lanka Education Administrative Service, an Officer of Tamil medium and an Officer outside the Ministry of Education.

*Note*:- Vacancies will be filled in the order of merit of the highest aggregate marks achieved at the written examination and the structured interview as referred to above.

7.2.5 The method of forwarding applications to sit the examination and the necessary fees payable will be published in the *Gazette* of the Democratic Socialist Republic of Sri Lanka or in the newspapers.

## 08. Efficiency Bar

8.1

Which of the Efficiency Bars	Before how many years 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 Class 3 of the Sri Lanka Principals Service	Written Examination (Refer Appendix B)
2nd Efficiency Bar	Before Three (03) years following the recruitment to Class 2 of the Sri Lanka Principals Service	Written Examination (Refer Appendix C)

8.2 Frequency at which the Efficiency Bar Examinations are held – The Efficiency Bar Examination will be held at least twice a year.

8.3 Conducting Authority of the Efficiency Bar Examination - Commissioner General of Examinations.

## 09. Language Proficiency

### 9.1

<i>Language</i>	<i>Proficiency to be acquired</i>
Other Official Language	In terms of P.A. Circular No.01/2014
Link Language	All officers of the Service should acquire proficiency in the link language, English during the period of three (03) years from the date of recruitment. Where an officer has gained at least a credit or higher pass in the G.C.E. (O/L) Examination, he is exempted from the requirement of passing over the English Language test. Other officers should pass the test referred to in Appendix D herein appended.

9.2 Frequency at which the tests are held - Tests are held at least once a year.

9.3 Conducting Authority of the test - Commissioner General of Examinations

## 10. Promotions to Grades

### 10.1 Promotion to Grade II from Grade III of the Service

#### 10.1.1. Requirements to be fulfilled -

- (i) Should have been confirmed in the Service.
- (ii) Should have completed an active and satisfactory period of at least six (06) years in Class 3 of the Service on the date of becoming eligible for promotion and earned six (06) salary increments.
- (iii) Should have passed the 1st efficiency bar examination on the prescribed date.
- (iv) Should have passed or had exempted from the other official language.
- (v) Should have passed or had exempted from the link language.
- (vi) Should have demonstrated a performance at satisfactory or higher level during the period of 6 years preceding the date of promotion as per the approved performance evaluation procedure.
- (vii) Should have completed a satisfactory period right throughout the period of five (05) years immediately prior to acquiring qualifications for promotion.
- (viii) Should have passed the capacity building training course 1.

#### 10.1.2 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 qualifications, make the appointment to Class 2 with effect from the date on which they become eligible. The form of application concerned is at Appendix E.

10.2 Promotion to Grade I from Grade II of the Service

10.2.1. Requirements to be fulfilled -

- (i) Should have completed an active and satisfactory period of at least six (06) years in Class 2 of the Service on the date of becoming eligible for promotion and earned six (06) salary increments.
- (ii) Should have passed the 2nd efficiency bar examination on the prescribed date.
- (iii) Should have completed a satisfactory period right throughout the period of five (05) years immediately prior to acquiring qualifications for promotion.
- (iv) Should have shown a performance at satisfactory or higher level during the period of six (06) immediately preceding the date of promotion as per the approved performance evaluation procedure.
- (v) Should have completed a Post Graduate Diploma in Education or Bachelor of Education.
- (vi) Should have completed Diploma in School Management (DSM) or Post Graduate Diploma in Education Management (PGDEM).
- (vii) Should have passed the Capacity Building Training Course 2.

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 qualifications, make the appointment to Class 1 with effect from the date on which they become eligible. The form of application concerned is at Appendix "F".

**11. Appointment to Posts**

	<i>Post</i>	<i>Method of selection</i>
01	Officers of Class 1 of the Sri Lanka Principals Service and Principals of the National Schools or Institutions under the purview of the Ministry of the Minister in charge of the subject of Education	Appointments will be made by the Public Service Commission in pursuance of the recommendation of a Board of Interview constituting three members appointed by the Public Service Commission. (These recommendations will be made in accordance with a marking scheme approved by the Public Service Commission.)
02	Officers of Class 2 and 3 of the Sri Lanka Principals Service and Deputy and Assistant Principals of the National Schools or Institutions under the purview of the Ministry of the Minister in charge of the subject of Education	The Secretary of the Ministry of Education will appoint aspirant officers in accordance with their seniority and merit.
03	Principals, Deputy Principals and Assistant Principals of the Provincial Schools	The Provincial Authorities will appoint aspirant officers in accordance with their seniority and merit.

**12. Conditions of Service**

Officers of the Sri Lanka Principals Service are required to serve in the approved posts of the national schools and provincial schools. In this case, the officer selected for serving in a post of Provincial Public Service will temporarily be released to serve in a post of the respective Provincial Public Service. The period so required to serve will be determined based on the consent reached between the respective Provincial Authority and the Appointing Authority according to the exigencies of service, need to employ staff and other related matters.

- (i) A letter of release to the Provincial Public Service subject to the conditions on the release from service will be issued to the officer concerned by the Public Service Commission.
- (ii) The placements and transfers within the province will be made by the respective Provincial Authorities.
- (iii) The officer, at the end of the period of release to Provincial Public Service, should revert to his substantial post.

### 13. Skill Development

#### 13.1 Induction Training :

All officers of the Sri Lanka Principals Service recruited to this service should complete the induction training on school management over a period of one month conducted by a training institute determined by Secretary of the Ministry of Education and be successful at the written and practical test conducted at the conclusion of such training, failure of which would result in the reversion to their former service viz, Sri Lanka Teachers Service. (At this practical test, a presentation under a selected topic should be made and the scheme awarding marks for this purpose is set out in 4.2 of Appendix "A".)

#### 13.2 Capacity building

##### 13.2.1 Capacity Building Training Course - 1

All officers within six (06) years of the appointment to the Principals Service should pass the capacity building training course 1 over a period of one month conducted by an institute authorized by the Secretary of Education of the line Ministry.

##### 13.2.2 Capacity Building Training Course - 2

All officers within six (06) years of the appointment to Grade 2 of the Principals Service should pass the capacity building training course 2 over a period of one month conducted by an institute authorized by the Secretary of Education of the line Ministry.

### 14. Definitions

- (i) The term "*Gazette*" shall mean the Gazette of the Democratic Socialist Republic of Sri Lanka.
- (ii) The term "*Service Minute*" shall mean the Service Minute of the Sri Lanka Principals Service.
- (iii) The term "*Commission*" shall mean the Public Service Commission.
- (iv) The term "*Active period of service*" shall mean the period of service in the actual engagement of duties of an officer at a government school drawing the salaries in respect of his post. All periods of no pay leave other than the maternity leave approved by the government will not be reckoned for the purpose of the active period of service.
- (v) The term "*Secretary*" shall mean the Secretary of the line Ministry in charge of the subject of education.
- (vi) The term "*Service*" shall mean the Sri Lanka Principals Service.
- (vii) The term "*Ministry*" shall mean the line Ministry in charge of the subject of education.

- (viii) 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.
- (ix) 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.

15. When recruitments are made to the Service, the number so enrolled in a year shall be the number equivalent to the number of vacancies as at the 30th of June of that particular year.

16. In addition to the requirements stated in this Minute, all officers should duly acquire necessary competencies and skills as decided by the government from time to time.

**17. Absorption of those who are in service**

17.1 Absorption of officers who are in service as at the date on which this Service Minute comes into force to the grade structure under new Service Minute will be made in terms of Schedule II of the Public Administration Circular No.6/2006 of 05.01.2010 and the payment of salary in arrears related thereto will be made in terms of section 2.3 of the Public Administration Circular 28/2010 of 31.12.2010.

17.2 Officers who are in service as at the date on which this Service Minute comes into force will be absorbed into the reorganized Sri Lanka Principals Service as follows subject to provisions in section 04 of Chapter VII of the Establishments Code.

However no change in the salary or the date of increment of the person concerned should occur due to the absorption and such date should remain to be in force as the date of his increment as was previously existed. Likewise, due to reason that the salary step the person concerned was drawing last corresponds to the new salary step, he should not be placed on the next higher salary step either in terms of Section 4.4 of Chapter VII of the Establishments Code.

17.3 An officer in service who has not reached his optional age of retirement by the date on which this Service Minute comes into force should, on application, be given the opportunity to express his option to retire from the service under Section 7 of the Minute on Pensions. Such option may be exercised by her / him within 2 years from the date on which this Service Minute comes into force, provided the Public Service Commission is satisfied that he / she has been adversely affected by the provisions of this Service Minute to such an extent as to justify the grant of such concession.

17.4 The procedure of absorption

17.4.1 All officers who are in Class 3 of the Sri Lanka Principals Service as at the date on which this Service Minute comes into force will be absorbed into Class 3 of the Service.

17.4.2 All officers who are in Class 2 Grade II of the Sri Lanka Principals Service as at the date on which this Service Minute comes into force will be absorbed into Class 2 of the Service.

17.4.3 All officers who are in Class 2 Grade I of the Sri Lanka Principals Service as at the date on which this Service Minute comes into force and who, on 01.07.2008, has fulfilled qualifications to be promoted to Class 1 of the Principals Service in terms of the previous Service Minute will be absorbed into Class 1 of the Service and all other officers of Class 2 Grade I will be absorbed into Class 2 of the Service.

17.4.4 All officers who are in Class 1 of the Sri Lanka Principals Service as at the date on which this Service Minute comes into force will be absorbed into Class 1 of the Service.

17.5 For the purpose of reckoning the required period of service when promotions are made under this Service Minute following the absorption, the period of service in the class or grade of the previous Principals Service prior to the absorption will also be taken into account.

17.6 The processing of salaries consequent upon the absorption should be made in terms of the Public Administration Circular 6/2006 (viii).

17.7 The date of salary increment will not be changed in view of the absorption.

## 18. The Interim Provisions

The interim provisions will remain in force until 01.01.2016.

18.1 Promotion in the interim period :

18.1.1 Promotion to Grade II -

During the interim period when promoting officers in Class 3 to Grade II who have passed the 1<sup>st</sup> Efficiency Bar Examination specified in the Service Minute of the Sri Lanka Principals Service No.1086/26 of 02.07.1999 will be exempted from the requirement of passing over the Efficiency Bar and the requirement of being successful at the Capacity Development Training Course 1 specified in this Service Minute and promoted to Grade II of the Service as from the date on which they fulfill other qualifications stipulated in Section 10.1.1 thereof.

18.1.2 Promotion to Grade I

Those officers who have passed the Efficiency Bar Examination and fulfill other qualifications necessary to be promoted to Class 1 under the Service Minute of the Sri Lanka Principals Service No.1086/26 of 02.07.1999 will be exempted from the requirement of passing over the 1<sup>st</sup> and 2<sup>nd</sup> Efficiency Bar Examinations and the Capacity Development Training Course 1 and 2 under this Service Minute and promoted to Grade I of the Service as from the date on which they fulfill other qualifications other than those in (v) and (vi) of 10.2.1.

For the promotion to Grade I, proficiency in the other official language and the link language should be acquired in terms of Section 9.1 of this Minute.

19. All officers of the Service are subject to the provisions of the Establishments Code and the Procedural Rules of the Public Service Commission published in the *Gazette Extraordinary* No. 1589/30 of 20.02.2009 in addition to the provisions laid down in this Minute.

20. Any matter not provided for in this Minute will be determined by the Public Service Commission in pursuance of the recommendation of the Secretary of the Ministry in charge of the subject of education.

## Appendix 'A'

### Details of the Limited Competitive Examination for the appointment to the Sri Lanka Principals Service

01. The written examination consists of the following question papers :

- |  |             |
|--|-------------|
| (i) Comprehension                        | – 100 marks |
| (ii) Case Study on School Administration | – 100 marks |
| (iii) Aptitude and General Knowledge     | – 100 marks |

**02. The Syllabus :**

- (i) Comprehension – 1 ½ Hours.

Questions will be set to assess the candidate's ability to grasp the meaning and gauge the concising knowledge of several passages.

- (ii) Case Study on School Administration – 2 Hours.

Questions are presented with the objective of bringing out the candidates' views and their responsiveness to problem solving on few likely cases that might crop up in the schools and its management.

- (iii) Aptitude and General Knowledge – 1 ½ Hours.

It is hereby expected to gauge the candidates' power of reasoning and understanding by way of assessing awareness and knowledge of the cultural, educational, scientific, political and economic aspects and other related matters of interest in the national, regional and global environment as well as in our own society and also to test their judgment and responsiveness concerning problems presented in a verbalized, statistical and illustrational context.

➤ At least 40% of marks should be obtained to secure a pass in each subject.

03. (a) This examination will be held in the media of Sinhala and Tamil languages.  
(b) 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.  
(c) Every candidate should appear for and answer all three question papers.

**04. The Interview**

**4.1 The General Interview :**

Candidates numbering twice the number of respective vacancies based on the order of their highest aggregate marks obtained at the written examination will be called for the general interview. Those qualified from the general interview will be called for the structured interview.

**4.2 The Structured Interview :**

A presentation on a topic concerning the role of the Principal should be made.

Criteria of assigning marks for the presentation -

- |                             |            |
|-----------------------------|------------|
| 1. Introduction             | - 04 Marks |
| 2. Presentation layout      | - 04 Marks |
| 3. Presentation skill       | - 08 Marks |
| 4. Knowledge of the Subject | - 05 Marks |
| 5. Time Management          | - 04 Marks |

### Appendix 'B'

#### EFFICIENCY BAR EXAMINATION FOR CLASS 3 OF THE SRI LANKA PRINCIPALS SERVICE

01. The Efficiency Bar Examination for Class 3 of the Service consists of following subjects :-
  - (i) Provisions of the Establishments Code and Procedural Rules of the Public Service Commission – 100 Marks
  - (ii) Financial Administration in Schools and Financial Regulations – 100 Marks
02. An officer may offer the subjects concerned on one and the same occasion or on several occasions separately.
03. At least 40% of marks should be obtained to secure a pass in each of the question papers.
04. **The Syllabus**
  - (i) Provisions of the Establishments Code and Procedural Rules of the Public Service Commission. – Duration of 02 hours.  
  
Knowledge of the Chapters VII, VIII, IX, X, XI, XXIII, XXV, XXVI, XXVII, XXVIII, XXIX, XXX, XXXI, XXXII, XXXIII, XLVII and XLVIII and the knowledge of the Procedural Rules of the Public Service Commission will be tested.
  - (ii) Financial Administration in Schools and Financial Regulations – Duration of 02 hours.  
  
General understanding on budget estimates, financial control and delegation of financial responsibilities, acceptance, accounting and acquisition of cash, payments, custody of public finance, imprest and bank accounts, works and services, survey of goods, audit queries, ledgers used in the government offices, summaries of income and expenditure, bank reconciliations, unpaid wages, circulars issued on official telephones and financial regulations will be tested.
05. (a) This examination will be held in the media of Sinhala and Tamil languages.
- (b) 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.

### Appendix 'C'

#### EFFICIENCY BAR EXAMINATION FOR CLASS 2 OF THE SRI LANKA PRINCIPALS SERVICE

01. The Efficiency Bar Examination for Class 2 of the Service consists of following subjects.
  - (i) School Administration and Supervision - 100 Marks
  - (ii) School Planning - 100 Marks
  - (iii) Modern Trends and Practices of Education - 100 Marks
02. An officer may offer the subjects concerned on one and the same occasion or on several occasions separately.
03. At least 40% of marks should be obtained to secure a pass in each of the question papers.

#### 04. The Syllabus

- (i) School Administration and Supervision – Duration of 03 hours.

Questions will be included to examine the candidate's knowledge and understanding of the role of a Principal in the good governance of a school. Knowledge on areas such as school administration methods, preparation of time tables, delegation of responsibilities, peoples participation in school development, school based management, school based teacher development, teacher welfare, student friendly school conception and student centric education.

- (ii) School Planning – Duration of 03 hours.

Questions will be included to examine the candidate's knowledge and understanding of the role of a Principal as a pioneer in development. Knowledge on areas such as school management boards, vision and mission of a school, formulation of school information bases, composite plans, long term and short term plans, annual action plans, planning of school network and resources and contribution of the school towards regional development will be tested.

- (iii) Modern Trends and Practices of Education - Duration of 03 hours.

Knowledge of subjects such as new concepts on learning and teaching, learning through experience, logical reasoning, equality in education, education to those with special needs, formal education and informal education, elders education, lifelong education, skill based education, education for survival, student counseling and professional counseling.

05. (a) This examination will be held in the media of Sinhala and Tamil languages.  
(b) 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.

#### Appendix 'D'

##### ENGLISH LANGUAGE TEST FOR THE SRI LANKA PRINCIPALS SERVICE

01. The English Language Test for the Sri Lanka Principals Service consists of one question paper.

- (i) English – 100 Marks

02. At least 40% of marks should be obtained to secure a pass in this question paper.

03. The Syllabus :

General English – Duration of 03 hours.

Suitable level of proficiency on the following forms of grammar in the 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

The knowledge on the modern formats and styles of writing is tested in the following areas of study.

- Summary writing
- Report writing
- Essay writing

**Appendix 'E'**

**SPECIMEN APPLICATION FORM**

**PROMOTION OF OFFICERS IN GRADE III OF THE SRI LANKA PRINCIPALS SERVICE TO GRADE II**

**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)

- S
2. Date of birth : .....
  3. National Identity Card No. : .....
  4. Private address : .....
  5. School serving as at present : .....
  6. Position held as at present : .....'
  7. Zone of the school : .....
  8. Date of appointment to Class 3/Grade III of the Sri Lanka Principals Service : .....
  9. No. of the letter of appointment to Class 3/Grade III of the Sri Lanka Principals Service : .....  
Date : .....
  10. Date of confirmation in the appointment : .....
  11. Date on which the 1<sup>st</sup> E.B. was passed and the Index No. concerned : .....
  12. Date of completion of six (06) in Grade III: .....
  13. Level of performance shown during the six (06) years immediately preceding the promotion:

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

- 14. Date on which the Capacity Building Training Course 1 was passed : .....
- 15. Date on which the other official language was passed or exempted from the requirement of being passed :  
..... Ref. No. and date of such letter : .....
- 16. Date on which the link language was passed or exempted from the requirement of being passed :  
..... Ref. No. and date of such letter: .....

I do hereby certify that the particulars furnished by me in this application are true and correct. I also wish to undertake that if the particulars given herein are found to be false or incorrect before being promoted I am liable to be disqualified and if so found after promotion that my promotion is liable to be revoked. I request that I be promoted to Grade II of the Sri Lanka Principals Service.

Date : .....

.....  
Signature of Candidate.

**PART II**

Provincial Director of Education,.....,

The information concerning Mr./Mrs. / Ms. .... is correct.

- (i) Has completed/Has not completed six (06) years of active service.
- (ii) Has shown/Has not shown a performance of satisfactory or higher level during the period of six (06) years immediately preceding the promotion.
- (iii) Has not availed/Has availed half pay / no pay leave during the said period of six 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/Has not passed the 1<sup>st</sup> Efficiency Bar Examination.
- (ix) Has passed/Has not passed the Capacity Building Training Course 1.
- (x) Has completed/Has not completed the requirement of securing a pass in the other official language.
- (xi) Has completed/Has not completed the requirement of securing a pass in the link language.

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

Date : .....

.....  
Zonal Education Director.

Provincial Secretary of Education,

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

Date : .....

.....  
Provincial Director of Education.

Secretary,  
 Ministry of Education.

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

Date : .....

.....  
 Provincial Secretary of Education.

**Appendix 'F'**

**SPECIMEN APPLICATION FORM  
 PROMOTION OF OFFICERS IN GRADE II OF THE SRI LANKA PRINCIPALS SERVICE TO GRADE I**

**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 serving as at present : .....
6. Position held as at present : .....
7. Zone of the school : .....
8. Class and date of first appointment to the Service : .....  
 Date of confirmation in the appointment : .....
9. No. of the letter of absorption or appointment to Grade II of the Service : .....  
 Date : .....
10. Date on which the 1st E.B. was passed and the Index No. concerned : .....
11. Date on which the 2nd E.B. was passed and the Index No. concerned : .....
12. Date of completion of six (06) in Grade II : .....
13. Level of performance shown during the six (06) years immediately preceding the promotion:

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

14. Date on which the Capacity Building Training Course 2 was passed : .....
15. Date on which the Post Graduate Diploma in Education or the Bachelor of Education was passed : .....
16. Date on which the Diploma in School Management or the Post Graduate Diploma in Education Management was passed : .....
17. Date on which other Official Language was passed or exempted from the requirement of being passed : .....  
 Ref. No. & date of such letter : .....
18. Date on which other Link Language was passed or exempted from the requirement of being passed : ..... Ref.  
 No. & date of such letter : .....

I do hereby certify that the particulars furnished by me in this application are true and correct. I also wish to undertake that if the particulars given herein are found to be false or incorrect before being promoted, I am liable to be disqualified and if so found after promotion that my promotion is liable to be revoked. I request that I, be promoted to grade I of the Sri Lanka Principals Service.

Date: .....

.....  
 Signature of candidate.

**PART II**

Provincial Director of Education,.....,

The information concerning Mr. / Mrs. / Ms. .... is correct.

- (i) Has completed / Has not completed six (06) years of active service.
- (ii) Has shown / Has not shown a performance of satisfactory or higher level during the period of six (06) years immediately preceding the promotion.
- (iii) Has not availed / Has availed half pay / no pay leave during the said period of six 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 / Has not passed the 1<sup>st</sup> Efficiency Bar Examination.
- (ix) Has passed / Has not passed the 2<sup>nd</sup> Efficiency Bar Examination.
- (x) Has passed / Has not passed the Capacity Building Training Course 2.
- (xi) Has completed / Has not passed the Post Graduate Diploma in Education or the Bachelor of Education.
- (xii) Has passed/Has not passed the Diploma in School Management or the Post Graduate Diplom in Education Managment;
- (xiii) Has completed/Has not completed the requirement of securing a pass in the other official language.
- (xiv) Has completed/Has not completed the requirement of securing a pass in the link language.

I recommend / do not recommend the promotion of the officer, ....., Grade I of the Service with effect from.....

Date: .....

.....  
 Zonal Education Director.

Provincial Secretary of Education,

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

Date : .....

.....  
Provincial Director of Education.

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Secretary  
Ministry of Education,

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

Date : .....

.....  
Provincial Secretary of Education.

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