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 எனது இல.  
 My Ref.

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 உமது இல.  
 Your Ref.

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 திகதி  
 Date } .08.2025

Name .....

Seat Number .....

N.I.C. Number .....

Dear Sir/Madam/Miss,

**Recruitment to Grade III of the Sri Lanka Education Administrative Service on Limited Basis - Awarding of Appointment Letters 2021(2023)**

I am pleased to inform you that you, among the applicants who obtained the highest marks, have been qualified for appointment to Grade III of the Sri Lanka Educational Administrative Service through the Limited Competitive Examination 2020/2021 to fill 442 vacancies in the Sri Lanka Educational Administrative Service in accordance with the Service Minute of the Sri Lanka Education Administrative Service published in the Extraordinary Gazette No. 1925/37 dated 28.07.2015 of the Democratic Socialist Republic of Sri Lanka and as per the Gazette Notification for the Recruitment published in the Gazette Notification No. 2231 dated 04.06.2021,

02. Accordingly, this Awarding of the Appointment letters ceremony has been scheduled to be held on **01.09.2025 Monday, at 10.00 a.m** at the Ministry of Education, Higher Education and Vocational Education under the patronage of the Hon. Mrs. Harini Amarasuriya, Prime Minister and Minister of Education, Higher Education and Vocational Education of the Democratic Socialist Republic of Sri Lanka,. Thereby, you should arrive at the Auditorium available on the 4<sup>th</sup> floor of the Ministry of Education, Higher Education and Vocational Education **by 8.00 a.m. on that day** with your National Identity Card or a document that can verify your identity to participate at this ceremony.

03. In addition, it is mandatory to bring the **Annexure 01 completed by the Zonal Director of Education as per the annexure 1 specimen as your Head of Institution on the day of awarding the Appointment letters** in order to confirm whether you have been subjected to any disciplinary punishment/charge sheet issued in relation to your appointment from 30.07.2021, the date of examining the eligibility relevant to your appointment in terms of the provisions of Public Service Commission Circular No.01/2020 of the Public Service Commission. You are kindly informed that no appointment letters shall be awarded to officers who do not submit this form on that day followed by being fulfilled accordingly.

04. You are further informed to pay your attention to the following points when participating at this Appointment letter Awarding Ceremony.

- I. Male appointees should be present dressed in National or European attire , while female appointees should present dressed in a light-colored saree or Kandian Saree.
- II. You must sit in the designated place according to the seat number given to you.
- III. Only the appointees should attend this Appointment Letter Awarding Ceremony , and no other outside persons are allowed to be brought into the hall where the appointment letter awarding ceremony is scheduled to be held .
- IV. As per the Section 12.2.(ii) of the Service Minute of the Sri Lanka Education Administrative Service, since the induction training that you are required to complete is scheduled to be commenced from the date of appointment, you should be present for this with the early preparation as mentioned in Annexure 02.
- V. Further, it is mandatory to bring the following documents as well when you participate at this appointment letter awarding ceremony.
  - Your National Identity Card and a certified copy thereof.
  - A certified copy of the latest salary slip.
  - A copy of the bank passbook/monthly account statement that includes the account number to which your salary should be credited.
  - A request letter from the Chief Financial Officer of this Ministry to inform by you, over the details of your bank account prepared including the Account Number, Branch to which the Account is belonged, your name and National Identity Card number in the bank passbook relevant to the Account to which your salary should be credited from September 2025. (Should be prepared as per the format of Annexure 03.)

05. As per the above paragraph 04.IV , since the induction training is scheduled to be commenced from the date of appointment, you are further requested to forward a copy of this letter to your current Appointing Authority through your Head of Institution and to inform the relevant Heads of Institutions that you are scheduled to leave your current post and place of the service from 31.08.2025 as to assume the duties of the Sri Lanka Educational Administrative Service with effect from 01.09.2025.

06. No travel expenses or other allowances shall be paid for this.

K.K.P. Ariyasinghe  
Additional Secretary (Educational Service Establishments)

Sgd.by: Nalaka Kaluwewa  
Secretary

Attention: Officers who have not received a calling letter to attend the appointment letter awarding ceremony on 01.09.2025, this letter is available to be down loaded by the Ministry's website ([moe.gov.lk](http://moe.gov.lk)). It is sufficient to bringing a copy thereof with you after being downloaded from the link “ Special Notices ” section.