

MINISTRY OF EDUCATION

Selection of Candidates to follow the Full Time (Internal) Course of Post Graduate Diploma in Education in Academic Year – 2018

APPLICATIONS are invited to select candidates for the study of one-year full time (Internal) Post Graduate Diploma in Education Course during the academic year 2018.

02. This course will be held in the Universities of Colombo, Peradeniya and Jaffna.

03. Language medium/ media in which the course will be conducted in each University are indicated below:

1. University of Colombo - Sinhala Medium and Tamil Medium
2. University of Peradeniya - Sinhala Medium
3. University of Jaffna - Tamil Medium

Application for the course can be made only in one medium.

04. Every candidate should confirm that he/she is holding the following qualifications:

- (i) Should be a citizen of the Democratic Socialist Republic of Sri Lanka.
- (ii) Should not be more than **50** years of age as at 22.09.2017.
- (iii) Should be in good health physically and mentally and should possess a good character.
- (iv) Should be a graduate of a recognized university or should hold a degree or another equivalent qualification obtained from another institute approved by the University Grants Commission or the Ministry of Higher Education.
- (v) Should have obtained a permanent appointment and serving in a relevant post in the following services:
 - (a) • Sri Lanka Parivenacharya Service
 - Sri Lanka Private School Teachers' Service
 - Sri Lanka Teachers' Service
 - (b) Sri Lanka Principals' Service
 - (c) Sri Lanka Teacher Educators' Service

(d) Sri Lanka Education Administrative Service

- (vi) Should have completed a service of one year as a Graduate in a post of the services indicated in Para. **04 (v)** as at **22.09.2017**

N.B. (i) Teachers with National Diploma in Teaching will be qualified to apply only if they have completed the five-year compulsory period of service according to the bond in relation to their appointment by 22.09.2017 and have obtained the qualification mentioned in 4(vi).

- (ii) Applicants who are on study leave and serving under a bond will be qualified to apply only if they have completed the compulsory period of service indicated in the bond as at 22.09.2017 or have completed at least five (5) years out of the compulsory period.

- (iii) Applicants who hold the Bachelor of Education Degree will not be eligible to apply for following this course.

05.

05.1 Method of Selection:

- (i) Every candidate should sit a written examination.
- (ii) Thrice the number of candidates, who will be selected for the course will be called for the interview, based on the merit order of marks obtained by candidates in the written examination.
- (iii) Marks will be allocated at the interview for the period of service in the relevant post/ posts of the service/services of the candidate as indicated in 4 (V) of the Gazette Notification.04 marks each for one year of service will be awarded. Maximum marks provided for the service will be **40**. Period of service of a candidate will be calculated using the date of assuming duties in the relevant post of his/her first appointment in the service from among the services indicated in 4 (V).

N.B.– The applicant should possess a continuous service in a post/ posts in a service/ services mentioned in 4 (V).

- (iv) The total of the marks obtained from the written examination and the marks obtained for the period of service will be treated as the final marks and the selection for the course will be made according to the order of such marks.
- (v) If disabled candidates have applied for the course, 1% of the vacancies for candidates will be reserved for them.
- (vi) The number of candidates to be selected for the course will be decided according to accommodation facilities available in each university.

05.2 Written Examination :

- (i) The written examination for selection conducted by the Commissioner General of Examinations will be held in Sinhala and Tamil medium in Colombo and Jaffna.
- (ii) Candidates may appear for the Examination at a preferred center selected from the two centers indicated above and in a medium of language they prefer.
- (iii) Candidates should act in accordance with the rules and regulations related to the Examination as published by the Commissioner General of Examination.
- (iv) The Written Examination will consist of two question papers:
 - (a) General Knowledge –
Question paper on Current Affairs, General Knowledge, Information on Education and Issues (**Time : 01 hour**);
 - (b) Aptitude Test –
Question Paper on Language Ability, Comprehension, Logic, Arithmetical Skills (**Time : 01 hour 30 minutes**)

05.3 Interview:

- (i) At the interview candidates should substantiate that they are qualified to follow the course under Para. 04 in the *Gazette* Notification.

- (ii) Candidates should submit to the interview board the documents required to confirm their period of service in the post/posts of a service/ services indicated in 4(v) in the *Gazette* Notification. Specially the date of assuming duties in the post should be substantiated at the interview. It will assist the candidate in obtaining the marks assigned for the period of service.

- (iii) Teachers who apply for the course from Government registered Pirivenas and Government approved private schools should submit a statement at the interview, obtained from the Manager/Manager of the Administrative Board certified as follows:

- (a) The teacher will be released for the course;
- (b) Salaries will be paid to the teachers during the period of study of the course;
- (c) The teacher will be re-employed at the end of the course;
- (d) Another teacher will not be recruited to fill the vacancy of the relevant teacher during the period of his/her study;
- (e) The duties of the teacher will be distributed among the approved teaching staff of the school.

06. Method of Submission of Applications:

- (i) Applications should be prepared using both sides of a A4 paper in conformity with the given specimen form.
- (ii) The term, “An applicant visually impaired/ hearing impaired/having other special needs” should be written in red on the top left hand corner of the applications prepared for candidates who are visually impaired/hearing impaired/having other special needs.
- (iii) Payment of Examination Fees.– A sum of Rs. 900 should be paid as examination fees to the nearest post office and the receipt obtained should be affixed firmly in the cage provided for the purpose in the application. Post Master General has been notified by the Commissioner General of Examinations to make provisions to issue this receipt at all post offices from 31.08.2017 to 22.09.2017.

(iv) Submission of applications:

- (a) The term “Post Graduate Diploma in Education (Internal) Full Time Course - **2018**” should be written on the top left hand corner of the envelope enclosing the application.
- (b) Applications should be sent under the registered post to reach Commissioner General of Examinations, Sri Lanka Department of Examinations, Evaluation and Testing Service, Pelawatta, Battaramulla on or before 22.09.2017.
- (c) A copy of the application should be handed over to the personal file of the applicant through the Head of the Department. If the applicant is selected to follow the course, it will assist in obtaining study leave.
- (v) Time table and the admission cards will be posted to the candidates and if any candidate does not receive his/her admission card at least **07 days** prior to the date of the Examination, he/she should inform the Commissioner General of Examinations, Department of Examinations, Pelawatta, Battaramulla including the following information:
 - (a) Name of Examination:
 - (b) Candidate’s name in full:
 - (c) Address:
 - (d) Post Office where fees were paid and receipt No :
 - (e) Date of posting the application:
 - (f) Post office where the application was posted and receipt No:
- (vi) Refund of examination fees or transfer of fees for any other examination will not be made under any circumstances.
- (vii) Incomplete applications will be rejected without further notification.
- (viii) Every candidate should substantiate his/her identity at the written examination using a valid identity card.

(ix) The Candidates will not be allowed to change the University after being selected to a particular University to follow the course.

- (x) If it is revealed that a particular candidate has not fulfilled the requirements as per the *Gazette* Notification even after the selection, the selection of such candidate is liable to be cancelled.

07. Study Leave.—

Study leave with full pay will be granted to the selected candidates to follow this course. Here, the Officers in Sri Lanka Education Administrative Service, Sri Lanka Teacher Educators’ Service, the holders of the Principal Grades and Teachers serving in the staffs of National Schools, Private Schools and Pirivenas have to get their study leave approved by the Secretary of the Ministry of Education while the approval of study leave of other officers should be done by the Secretary of Education of the relevant province.

08. Bond.—

Candidates who are selected for the course are required to sign a security bond with the Secretary of the Ministry of Education/Provincial Secretary of Education that, he/she would upon successful completion of this course, serve in the Department for a period recommended by the rules and regulations stipulated in the Establishments Code of the Democratic Socialist Republic of Sri Lanka.

09. If any selected candidate fails to obtain the Diploma Certificate within the stipulated period without successfully completing this course owing to reasons within his/her control, the salaries and allowances paid to him/her during the period of study leave should be fully recovered from him/her.

10. If the work, conduct and attendance of any student is found to be unsatisfactory during the period of study, such students will be removed from the course.

11. In the event of any inconsistency between Sinhala and Tamil or English text of this *Gazette* Notification, the Sinhala text shall prevail.

SUNIL HETTIARACHCHI,
Secretary,
Ministry of Education.

Ministry of Education,
Isurupaya,
Battaramulla,
On 31st of August 2017.

SPECIMEN APPLICATION FORM

SELECTION OF CANDIDATES TO FOLLOW THE FULL TIME (INTERNAL) COURSE OF POST GRADUATE
DIPLOMA IN EDUCATION IN ACADEMIC YEAR – 2018

For Office Use

<i>Medium applied for (Sinhala/ Tamil)</i>	<i>Examination Center applied (Colombo/Jaffna)</i>	<i>Universities applied for (Colombo/Jaffna/Peradeniya)</i> N.B. Mention two Universities according to preference
		01.
		02.

01. (i) Name with initials in English capital letters (Surname first) Rev./Mr./Mrs./Miss :_____.

Example: Mr. Silva, A.B.C.

(ii) Name in full (In English capital letters) :_____.

02. (i) (a) Official Address (In English capital letters) :_____.

(b) Official Telephone Number :_____.

(ii) (a) Private Address (In English capital letters) :_____.

(b) Private Telephone Number :_____.

(iii) Location of School/Institute serving (In English capital letters):-

<i>Province</i>	<i>District</i>	<i>Zone</i>

(iv) Nature of Institute (Government Schools/Private Schools/Pirivenas/Other) :_____.

03. (i) Date of Birth :

Year :_____, Month :_____, Date :_____.

(ii) Age as on 22.09.2017:

Years :_____, Months :_____, Days :_____.

(iii) Gender (Male/Female) :_____.

04. Details of Degree :

Degree	Period of study in the University (From..... To.....)	Year of passing Degree	Date of validity of Degree	Degree subjects	Nature of the Pass	Institute/ University	Degree (Internal/ External)

05. (i) (a) Date of posting to the Sri Lanka Private Schools Teachers' Service/Sri Lanka Parivenacharya Service/Sri Lanka Teachers' Service:

(b) Date of assuming duties in the above Service:.....

(c) Current Designation:.....

(ii) (a) Date of posting to the Sri Lanka Principals' Service/Sri Lanka Teacher Educators' Service/Sri Lanka Education Administrative Service:.....

(b) Date of assuming duties in the Sri Lanka Principals' service/Sri Lanka Teacher Educators' Service/Sri Lanka Education Administrative Service:-

(iii) Period of Service in a service/ services mentioned in 4v as at 22.09.2017 after obtaining the degree

(iv) Total period of service in a service/ services mentioned in 4v as at 22.09.2017:-

06. Details of Professional Training:

Institute where the course was followed (Teachers' Training college/ National College of Education or other)	Course (subject area)	Duration of study of course in the Institute	
		From	To

07. Details of Study Leave obtained:

<i>Nature of Study Leave (With Pay/ Without Pay, Local/Foreign)</i>	<i>Reason for obtaining study leave</i>	<i>During which period of time</i>	<i>Duration of the Bond (From..... To.....)</i>	<i>Whether the duration of the security bond has been completed or not (if not, kindly mention the balance period ahead for completion of bond)</i>

N.B.– It is compulsory to accurately complete the above chart with regard to the study leave obtained previously.

Note: Period of study of the National Diploma in Teaching in a National College of Education will not be treated as study leave

08. (i) Whether any disciplinary action is pending against you? Yes/No

(ii) If so, details relevant:

09.

Receipt obtained by paying the fees should be affixed here	Receipt No:..... Date:..... I certify that a sum of Rs..... (The sum in figures) was paid to..... Post Office/Sub Post Office Signature of the candidate: Date:
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10. Candidate's Declaration:

I hereby certify that all details indicated in this application are true and accurate and I am eligible to follow this course under paragraph **04** of the *Gazette* Notification dated **31.08.2017** and I am abiding by the rules and regulations for candidates stipulated in the Examination Act and also, I have affixed here a valid receipt obtained after paying the prescribed examination fee.

_____,
Candidate's Signature.

Date :_____.

11. Recommendation pertaining to the release from the Institute for the Course:

(It is compulsory to complete this by the Principal/ President of NCoE/ Kruthyathikdri/ Manager of the Administrative Board or Head of Institute):

If the above candidate is selected for following the course he/she can be released in consideration with the requirement of the study of a professional course/cannot be released.

_____,
Signature of Principal/Head of Institute
and Official frank.

Date :_____.

12. Recommendation of the Zonal Director of Education on releasing the Candidate to follow the Course :

If the above named candidate is selected to follow this course, providing study leave for him/her is recommended / not recommended,

_____,
Signature of the Zonal Director of Education
and Official Frank.

Date :_____.