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The Gazette of the Democratic Socialist Republic of Sri Lanka

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PART I: SECTION (IIA) – ADVERTISING

(Separate paging is given to each language of every Part in order that it may be filed separately)

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IMPORTANT NOTICE REGARDING ACCEPTANCE OF NOTICES FOR PUBLICATION IN THE WEEKLY “GAZETTE”

ATTENTION is drawn to the Notification appearing in the 1st week of every month, regarding the latest dates and times of acceptance of Notices for publication in the weekly *Gazettes*, at the end of every weekly *Gazette* of Democratic Socialist Republic of Sri Lanka.

All notices to be published in the weekly *Gazettes* shall close at 12.00 noon of each Friday, two weeks before the date of publication. All Government Departments, Corporations, Boards, etc. are hereby advised that Notifications fixing closing dates and times of applications in respect of Post-Vacancies, Examinations, Tender Notices and dates and times of Auction Sales, etc. should be prepared by giving adequate time both from the date of despatch of notices to Govt. Press and from the date of publication, thereby enabling those interested in the contents of such notices to actively and positively participate please note that inquiries and complaints made in respect of corrections pertaining to notification will not be entertained after **three months** from the date of publication.

All notices to be published in the weekly *Gazettes* should reach Government Press two weeks before the date of publication *i.e.* notices for publication in the weekly *Gazette* of 14th December, 2018 should reach Government Press on or before 12.00 noon on 30th November, 2018.

Electronic Transactions Act, No. 19 of 2006 - Section 9

“Where any Act or Enactment provides that any proclamation, rule, regulation, order, by-law, notification or other matter shall be published in the Gazette, then such requirement shall be deemed to have been satisfied if such rule, regulation, order, by-law, notification or other matter is published in an electronic form of the Gazette.”

Department of Govt. Printing,
Colombo 08,
01st January, 2018.

This Gazette can be downloaded from www.documents.gov.lk

GANGANI LIYANAGE,
Government Printer.



Rules and Instructions for Candidates

“All candidates are bound to act in conformity with the provisions of the Examinations Act, No. 25 of 1968.”

All candidates are bound to abide by the rules given below. A candidate who violates any of these rules is liable to one or more of the following punishments at the discretion of the Commissioner of Examinations :—

- (i) Suspension from the whole or part of the examination or one subject or a part thereof ;
- (ii) Disqualification from one subject or from the whole examination ;
- (iii) Debarment from appearing for an examination for a period of one year or two years ;
- (iv) Debarment for life ;
- (v) Suspension of the certificate for a specified period ;
- (vi) Reporting the candidate's conduct to his Superiors or handing over the candidate to the Police or making a complaint to the Police over his action.

The Commissioner reserves himself the right to take action at any time before the Examination or at any stage of it or thereafter, and his decision shall be deemed final. In the case of examinations for recruitment to the Public Service, the decision of Commissioner of Examinations shall be subject to the Supervision of the Public Service Commission.

1. All candidates should conduct themselves in a quiet manner in and around the Examination Hall so as not to disturb or obstruct the Supervisor, his assistants or the other candidates. They should enter and leave the Examination Hall as quietly as possible.

2. Candidates should obey the Supervisor. Therefore, when the Examination is in progress and before the commencement of the Examination as well as immediately after the end of the Examination they should act in accordance with the instructions of the Supervisor and his assistants.

3. Under no circumstances whatsoever will a candidate be allowed into the Examination Hall after the lapse of half an hour after the commencement of a paper. No candidate will be permitted to leave the hall till after half an hour from the time of commencement of the paper. Candidates who come late for Practical and Oral Examinations are liable to be refused admission.

4. Every candidate should sit at the desk bearing his/her index number and not at any other desk. Unless with the permission of the supervisor no candidate should change his/her seat. The occupation of a seat other than the one assigned to him by a candidate is liable to be considered as an act with a dishonest intention.

5. Absolute silence should be maintained in the Examination Hall. A candidate is forbidden to speak to, communicate with or have dealings with any person within or outside the Examination Hall other than a member of the Examination Hall Staff. If there is an urgent need for a candidate to communicate with another, prior permission must be obtained from the supervisor.

6. A candidate's answer script is identified only by the Index Number and his/her name should not be written on the answer script. Another candidate's index number appearing on the answer script of a candidate is considered as an attempt to commit a dishonest act. Answer scripts bearing an index number that is difficult to decipher is liable to be rejected.

7. Candidates should write only on the paper provided and should not write anything on the blotting paper, question paper, desk or any other place. Non conformity with this rule could be taken as an act with dishonest intentions.

8. Any paper or answer book supplied should not be torn up, crushed, folded or erased. Each and every sheet of paper used for rough work should be tied up with the answer script. It should be a part of the answer script. (Such rough work should be neatly crossed out.) Anything written inside the Examination Hall should not be taken out. If a question has been answered twice, the unnecessary answer should be neatly crossed out. Failure to abide by these requirements may be considered as an attempt to cheat.

9. When answering questions in Mathematics the submission of correct answers with incorrect working or with no working at all and in art if the work of art is similar or very close in resemblance to that of another candidate in concept, in form or in execution it is liable to be considered as a dishonest act.

10. The removal of any paper or stationery supplied to candidates out of the Examination Hall is prohibited. All such material remains the property of the Commissioner of Examinations. Breach of this rule shall be liable to be considered an act with dishonest intention.

11. While in the Examination Hall a candidate should not have with him or near him any book, note book, pocket note book, exercise book, sheet of paper or pieces of paper other than the stationery supplied to him. Nor should any handbag, travelling bag or parcel other than the candidate's boxes of colours and boxes of instruments where necessary or any file cover, card board pad, folded newspapers, brown papers should be brought into the Examination Hall. Breach of this rule is a punishable act.

12. A candidate is strictly forbidden to keep with him any book, note book or a sheet of paper with written notes once inside the Examination Hall. Should the Supervisor so requires, each candidate is bound to declare

everything he has with him/her. Breach of this requirement shall be considered as an attempt to commit an act of dishonesty.

13. Candidates are forbidden to copy or attempt to copy from the answer script of another candidate, a book, paper containing notes or any other source. A candidate should not attempt to look at the answer script of any another candidate. A candidate should refrain from helping another Candidate and also from getting help from another candidate or a person. Every completed answer sheet should be kept underneath the sheet on which the answer is being written. Sheets of writing paper should not be strewn all over the desk.

14. A candidate will under no circumstance whatsoever be allowed to leave the Examination Hall even for a brief period during the course of the paper. However in an emergency if a candidate needs to leave the hall, he/she shall be allowed to do under the surveillance of the supervisor or his assistant. He/she shall be subject to search before leaving the hall as well as before re-entering it.

15. Impersonation while answering a paper or before the commencement of the Examination is a punishable offence. Tampering with identity cards, presenting false identity cards or tampering with someone's identity are also such offences. Candidates are warned not to commit such offences.

16. Assistance given to a candidate in a dishonest manner by a person who is not a candidate, is considered a serious offence.

Candidates should adhere to the following instructions for their own safety :—

(i) Be at the Examination Hall well in time. It is sufficient to be at the Examination Hall 10 or 15 minutes before the commencement of each paper. If you have any doubt as to the location of the Examination Hall, make inquiries on a day prior to the date of Examination and be sure of its location.

(ii) In case of any doubt regarding your entry for a paper or eligibility to sit a paper you should bring it to the notice of the Supervisor and get your doubts cleared. Failure to do so may result in your candidature for the subject being cancelled.

(iii) When appearing for the Examination, candidates should produce their identity cards at every paper they sit. If a candidate fails to produce identification documents at the Examination Hall, his candidature is liable to be cancelled. In case a candidate forgets to bring such documents into the Examination Hall, it should be brought to the notice of the Supervisor and arrangements should be made to produce them before the Examination concludes.

(iv) Standard stationery (i.e. writing paper, graph paper, ledger paper, precis paper) will be supplied. If you receive any stationery that is different from the kind generally distributed or distributed to the others it should be promptly brought to the notice of the supervisor. No paper other than those issued at the Examination Hall should be used for answering questions. Excess paper and other material should be left on the desk, in good condition. When log tables are supplied they should be used with care and left on the desk when you leave.

(v) Candidates should bring their own pens, pencils, bottles of ink, erasers, pieces of cloth, rulers, geometrical instruments, coloured pencils, coloured chalk, etc.

(vi) When you start answering you should promptly write down your Index Number and the name of the Examination on each sheet of paper used. Write neatly and legibly on both sides of the paper. Leave a blank line after the answer to each part of a question. After the answer to a full question leave one or several blank lines. Do not crowd in your work.

(vii) The left-hand margin of the answer sheet is set apart for you to enter the number of the question you answer. The right hand margin is reserved for the examiner's use and nothing should be written there. Number your answers correctly as incorrect numbering leads to confusion.

(viii) You should read carefully the instructions given at the head of the question paper, with regard to the compulsory questions and the manner in which the other questions should be selected. Disregard to these instructions is often liable to affect you adversely.

(ix) When Mathematics Questions are answered, give all details of calculations and any roughwork, in their serial order as part of the working of the problem. Necessary sketches, diagrams and figures should be accurate and sufficiently large. In an answer running into several pages if reference must be made to a diagram drawn in an earlier page, that diagram should be drawn repeatedly.

(x) At the end of each paper, arrange your answer sheets in the order you answered the questions. Then using the piece of twine supplied, tie them up at the top left hand corner. Do not tie up at the top right hand corner.

(xi) You should personally handover your answer script to the Supervisor or to an Invigilator. Or else remain in your seat till it is collected. Failure to do so may result in the loss of your script and your being treated as an absentee for the paper. On no account should your script be handed over to a peon or an attendant.

(xii) If it becomes necessary for you to speak to the Supervisor or an Invigilator, or if you need stationery, remain in your seat and raise your hand.

Commissioner General of Examinations,
Department of Examinations,
Pelawatta, Battaramulla.

Examinations, Results of Examinations & c.

MINISTRY OF EDUCATION & HIGHER EDUCATION

Selection of Candidates to follow the Full Time (Internal) Course of Post Graduate Diploma in Education in Academic Year - 2019

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 2019.

02. This course will be held in the Universities of Colombo, Peradeniya, Rajarata 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 Rajarata - Sinhala Medium
4. 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 21.12.2018.
- (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 21.12.2018.

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 21.12.2018 and have obtained the qualification mentioned in 4(vi).
- (ii) Applicants who had taken 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 21.12.2018 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 Currant 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 of first appointment 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 Kruthyadhikari/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 23.11.2018 to 21.12.2018.

(iv) *Submission of Applications :*

(a) The term "Post Graduate Diploma in Education (Internal) Full Time Course 2019" 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 21.12.2018.

(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) Timetable 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 examinations 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 staff of National Schools, Private Schools and Pirivenas have to get their study leave approval by the Secretary of the Ministry of Education & Higher 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 & Higher 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 Establishment 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.

PADMASIRI JAYAMANNE,

Secretary,

Ministry of Education & Higher Education.

Ministry of Education & Higher Education,
Isurupaya,
Battaramulla,
12th November, 2018.

SPECIMEN APPLICATION FORM

SELECTION OF CANDIDATES TO FOLLOW THE FULL TIME (INTERNAL) COURSE OF POST GRADUATE DIPLOMA IN EDUCATION IN
ACADEMIC YEAR - 2019

For office use

<i>Medium applied for (Sinhala/Tamil)</i>	<i>Examination Center applied (Colombo/Jaffna)</i>	<i>Universities applied for (Colombo/Peradeniya/ Rajarata/Jaffna)</i> <i>N.B. – Mention two universities according to preference</i>
		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 the Institute (Government Schools/Private Schools/Pirivenas/Other) : _____.

03. (i) Date of Birth : Year : _____, Month : _____, Date : _____.

(ii) Age as on 21.12.2018 : Years : _____, Months : _____, Days : _____.

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

04. Details of Degree :

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

05. (i) (a) Date of posting to the /Sri Lanka Parivenacharya Service/Sri Lanka Private Schools Teachers' 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 21.12.2018 after obtaining the degree :_____.

(iv) Total period of service in a service/services mentioned in 4v as at 21.12.2018 :_____.

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 :

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

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 a 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 23.11.2018 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 :_____.

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