

**Ministry of Education**

**Selection of Teacher for Undergoing Teacher Education Courses - 2023/2024**

**Instructions for completion of the application**

01. Applications are invited from teachers with the following qualifications for undergoing two years teachers' training in Teachers' Colleges.

- 1.1. Untrained teachers and teacher assistants serving in government schools with formal appointments issued by either Secretary of Public Service Commission, Secretary of Education Services Committee or Secretary of Provincial Public Service Commission
- 1.2. Teachers with government approved appointments and serving in private schools approved by the Ministry of Education
- 1.3. Pirivena teachers with appointments approved by the Provincial Director of Education and registered in the Pirivena Education branch of the Ministry of Education
- 1.4. Teachers who were certified as failed by the training authorities relevant after undergoing training courses namely distant training, Printset, Teachers' Colleges old syllabus as well as the teachers training course for training untrained graduate teachers conducted by the National Institute of Education, Maharagama,

02. ***Special Instructions:***

- 2.1 Selections will be made based on the vacancies in the Teachers' Colleges and the appointment. It is disadvantageous without professional qualifications at the promotions in the teachers' service as well as it become an obstacle to achieve quality development in the school education. All non- graduate untrained teachers shall take actions to obtain the two year teacher training considering all those circumstances
- 2.2 This course is a two year academic training while permission would be granted to be private accommodated in the close proximity to the Teachers' College subject to the written permission of the Principal at the times sufficient accommodation facilities are not available.
- 2.3 Nearest teachers' college will not be given at times since the teachers' college for holding course will be decided according to the facilities for conducting courses. Following information on the courses conducted in the teachers' colleges are to be utilized for completion of No. 5 of the application.

Teachers' College								
	Balapitiya	Unawatuna	Giragama	Gampola	Kotagala	Addalachenai	Kopai	Batticaloa
Medium	Sinhala	Sinhala	Sinhala	Sinhala	Tamil	Tamil	Tamil	Tamil
Subject	Home Economics	English	First Language Sinhala	English	Primary Education	English	English	English
	Handicraft and technology	Primary Education	Dancing		Second Language Sinhala	Physical Education	Mathematics	Primary Education
	Christianity	Science	Music		Arts	Primary Education	Special Education	Social Science
	Physical Education	Second Language Sinhala	Arts		Counseling	Islam	Commerce	Science
	Special Education	Mathematics	Buddhism		Agricultural Science	Information Technology (English)	Primary Education	First Language Tamil
	Primary Education	Information Technology (English)			Hinduism		Music	Christianity
	Social Science	Agricultural Science			Dancing		Library Science	Second Language Tamil
	Library Science	Commerce			Tamil		Handicraft and technology	
	Counseling						Home Economics	

(Please note that the Teachers' Colleges where these courses will be conducted are tend to be changed according to the number of students applied per subject)

2.4 Undergoing other training courses or sitting for external examinations during the training period of teachers' colleges is prohibited. Information in the connection and leaving courses will be treated according to disciplinary actions subsequent to a formal inquiry.

2.5 An individual been registered in a teachers' college will not be able to change the course or appeal for transferring to another teachers' college.

2.6 This course is not applicable for the following teachers.

(a) teachers having already trained or being trained in any teachers' college,

(b) teachers obtained graduate trainee teaching appointments, graduate management assistants appointments or any other equal graduate training,

(c) teachers haven't accomplished the qualifications mentioned in 1 above,

2.7 Every candidate himself shall hand over following documents at the date of registration.

(a) Completed bond document,

(b) Copy of an agreement entered into with either the government or the governing board that continuous service of 05 years will be rendered to the appointed schools (government teachers in the government schools and non – government teachers under the relevant governing board) subsequent to completion of teachers education courses,

2.8 It should be noted that the teachers entering into training with teachers appointments under the district service methodology after April 1982 will be subject to serve in the same districts they are appointed to even after the teachers' training. After completing the teachers training, the relevant teacher shall report to the school the teacher used to serve or to another school with vacancies nominated by the Zonal Director of Education. Should be subject to the conditions of the appointment letter.

2.9 Once admitted for teachers' training courses, no trainee shall quit the course to their consent. A special approval should have to be obtained for quitting while government will value the government expenditure and recover it from the trainee with the surplus.

2.10 If revealed that non – qualified individuals have entered into the course, training will be cancelled if during the course while teachers' training certificate will be cancelled if revealed after the training.

03. (i) Trainees will be removed from the training if Teacher Principal's standards are not met, and the general behavior do not comply with the discipline of the teachers' college or no enthusiasm is apparent with regard to learning. If participation and attendance of a trainee teacher is less than 80%, he/she would be disqualified for appearing the final examination. However, decision of the Secretary of Education will be the final under special circumstances.

(ii) **Leave :**

(a) Study leave with full salary will be given for the institutional training. It is essential to utilize this study leave completely for undergoing the training cours. However, if the Principal is satisfied that a certain number of leave is essential to the trainee, casual leave for a limited period can be obtained. It is emphasized that pre approval of the Principal should be obtained for such leave. Leave obtained likewise should not exceed ten days per year.

(b) If the Principal reports that a certain candidate is unsatisfactorily performing at the academic activities of a certain course due to taking excess leave, course of such candidate will be halted and sent back to the school. A medical report from a government or government recognized medical practitioner shall be furnished for medical leave.

04. Teachers' training certificate will be awarded to those passing the final examination conducted by the Commissioner General of Examinations after successful completion of two year teachers' training course as well as the examinations conducted by the teachers' colleges.

**05. Salary Scale**

Establishment in the applicable salary scale will be made after absorption of trained teachers into the teachers' service subject to amendments to be made in the future applicable to the teachers' service minute.

06.

(i) Every candidate shall undergo the teachers' training in the same subject they are appointed for. However, teachers appointed to other subjects too can apply only for the special education course. Subject appointed for applicable to government appointed teachers, is not indicated in the appointment letter, such teachers can apply for teachers' training from one of the subjects they have undergone for G.C.E. (Advanced Level). A copy of the timetable approved by principle in proof of teaching the relevant subject should be furnished at the interview. When subject is unavailable with regard to those appointed from G.C.E. (Ordinary Level) qualifications, such appointments are considered as primary teacher appointments and will be taken actions accordingly. When the subject is not visible on the appointment letters of Private and Pirivena teachers, selections will be made according to the subjects they are teaching. It essential to furnish a copy of the approved timetable bearing the signature of the head of the institution.

(ii) Following are the courses for training

	<u>No. of the course</u>	<u>Name of the course</u>
i.	01	Sinhala
ii.	02	Primary Education
iii.	03	Social Science
iv.	04	Science
v.	05	Mathematics
vi.	06	Agricultural Science
vii.	07	Home Science
viii.	08	English
ix.	09	Buddhism
x.	10	Christianity / Catholic

xi.	11	Hinduism
xii.	12	Islam
xiii.	13	Arts
xiv.	14	Music
xv.	15	Dancing
xvi.	16	Arabic
xvii.	17	Special Education
xviii.	18	Handicraft and technology
xix.	19	Commerce
xx.	20	Tamil
xxi.	21	Physical Education
xxii.	22	Second Language (Sinhala / Tamil)
xxiii.	23	Information Technology
xxiv.	24	Counseling
xxv.	25	Library Science

**07. Eligibilities**

7.1 Every candidate shall accomplish the following qualifications.

- I. Should possess a better character.
- II. Should be a citizen of Sri Lanka.
- III. Every candidate shall prove their nature of the first appointment from the first appointment letter.

08. A limited number of teachers teaching 20 hours per week in general classes within the permanent teaching staff of a government approved private school will be selected for the training.

8.1 Following schools will be treated as private schools in this connection.

- I. assisted schools that became paying schools in year 1951
- II. Schools converted to non paid private schools as at 01.12.1960
- III. Private schools and Pirivena approve by the Ministry of Education (Not the Divisional / Provincial Director of Education)

8.2 Teachers of private schools shall submit their first appointment letter as well as a letter obtained from the relevant provincial/ zonal director of Education certifying that the candidate belong to the approved cadre of the staff at the interview.

8.3 Service of teachers from Pirivena approved under Pirivena act 1959 or No. 64 of 1979 will not be applicable for this purpose.

8.4 At present the teachers from Pirivena can only apply for the courses Sinhala, Science Mathematics, English and Buddhism. (should obtain the training from the same subject appointed for). Apart from this the approved teachers serving in Vidyayathana academic Pirivena can apply for courses of Music, Arts, Dancing, Commerce, Physical Education and Agricultural Science too.

8.5 A declaration pertaining to the following particulars should be furnished by all teachers of government approved private schools obtained from the Manager of the governing board while Pirivena teachers from their Kruthyadhikari (authority) at the interview.

- I. That the teacher can be released from service during the training period,
- II. That the teacher will be paid salary during the training period,
- III. Relevant teacher would be re engaged in service at the end of the training by the governing board
- IV. That no substitutes will be requested for the teachers selected for the training and that his work load would be distributed among the approved cadre of teachers,

8.6 Teachers selected from government approved private schools and Pirivena shall sign a bond that "Employments will not be demanded in government schools after the training" before registering for the training.

8.7 Teachers participating from government approved private schools shall submit first copies of their appointment letters signed by the Provincial Director of Education. Date of appointment of the teachers been appointed prior to 18 years of age shall be considered from the date they entered to 18 years. If any other officer has signed this appointment letter, the relevant Provincial Director of Education should have certified as true.

#### 09. Applying for undergoing teacher education course

9.1 An application prepared by the candidate per the specimen application appeared herewith should be completed and furnished for applying.

- (a) Applications should be completed in the same media expected to undergo the teacher education course.
- (b) Specimen should be prepared using both sides of a 8" X 12" (A4) sheet.

- (c) No cage should be changed nor removed. Space between cages should be carefully divided and they should not overlap.

9.2 The applicant shall complete the application completely and accurately. Incomplete applications will be rejected. Attention of the applicants will be drawn to the following particulars.

- (a) Each candidate shall indicate their names as seen in their appointment letters.

- (b) Every candidate shall take necessary actions to attach certified Photocopies of the following documents with their application.

- a. Appointment letter
- b. National identity card
- c. A copy of the logbook with the official stamp of the Principal in proof of assumption of duties as per the first appointment letter.
- d. Certificate on educational and professional qualifications
- e. Documents in proof of citizenship in Sri Lanka if Sri Lankan citizenship has been obtained by registration.

- (c) Application should be submitted through the Principal of the applicant's school.

- (d) All applications prepared in terms of the given instructions should be sent to the address "Director of Education, Teacher Education Administration" by registered post to be received on or before 11/07/2022 indicating course, medium and the zone on an envelope prepared as per the envelope described below, to reach the "Director of Education, Teacher Education Administration Branch, Ministry of Education, Isurupaya, Battaramulla".

No consideration will be given on complaints regarding loss or delays of any application or letter in post. Consequences of delays in sending the application should be borne by the candidates themselves.

<b><u>Registered Post</u></b>	
"Selection of Teachers for Undergoing Teacher Education Courses in Teachers' Colleges -2022/2023"	
Name of the Course	: .....
Medium	: .....
Zone	: .....
Director of Education, Teacher Education Administration Branch Ministry of Education, Isurupaya, Battaramulla.	

(e) Delayed applications will be rejected while,

- i. No notification will be made about the receipt of the application.
- ii. First copies and certified photocopies of all certificates and documents should be ready to be tabled once called for the Teachers' College.

10. "Selection of Teachers for Undergoing Teacher Education Courses in Teachers' Colleges - 2022/2023" should be appeared on top left hand corner of the envelope containing the application.

11. Sinhala language document will be taken into consideration if there is an inconsistency in between the Sinhala, Tamil or English documents of this notification.



M. N Ranasingha,  
Secretary,  
Ministry of Education.