



Education Service Committee of the Public Service Commission
Ministry of Education

Appointing the Officers in Grade I of the Sri Lanka Education Administrative Service to the Posts of Provincial Director of Education - 2024

As the below-stated posts of Provincial Director of Education have been vacant, the applications are called throughout the island from the qualified officers to fill the said posts.

1. Provincial Director of Education- Eastern Province
2. Provincial Director of Education- Sabaragamuwa Province

02. Qualifications

- i. Should have a satisfactory service period of not less than 5 years in Grade 01 of the Sri Lanka Education Administrative Service
- ii. Should have completed a satisfactory and active service period after being promoted to Grade 01 of the Sri Lanka Education Administrative Service.
- iii. Should have completed all the qualifications as at or before the closing date of applications.

03. Method of Application.

- i. Duly filled applications prepared in A4 size papers in accordance with the specimen application given herewith should be sent by registered post to the address of “**Assistant Secretary, Education Services Establishments Branch, Ministry of Education, Isurupaya, Battaramulla**” on or before **09.07.2024**.
- ii. The caption “**The application for the Post of Provincial Director of Education**” should be mentioned at the top - left corner of the envelope containing the application. Delayed applications will be rejected.
- iii. Recently taken colored photograph of you in the size of 2” x 2 1/2” should be affixed at the top- right corner of the application.

04. Method of Selection

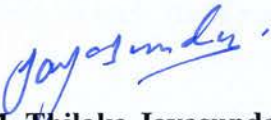
The appointments are done by the Education Service Committee of the Public Service Commission upon the recommendations made by an Interview Board consisting with 3 members appointed by the Public Service Commission. (A representative nominated by the Governor of the relevant province is also included)

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05. Relevant structured interview will be held at the Ministry of Education Isurupaya, Battaramulla. The date of interview shall be informed in due course. The final decision in respect of this appointment is vested in Education Service Committee of the Public Service Commission.

06. In case of any inconsistency among the Sinhala, Tamil and English texts of this notification, actions shall be taken by considering the Sinhala notification as true and accurate.

By order of the Education Service Committee of the Public Service Commission


J.M. Thilaka Jayasundara
Secretary
Ministry of Education

18 .06.2024

Appointment to the Posts of Provincial Director of Education in the
Provincial Departments of Education - 2024
(SLEAS, Grade I)

Approved Marking scheme expected to be used for the Structured Interview

01. Seniority

Maximum marks : 30

In addition to the satisfactory service period of not less than 05 years in Grade I of the Sri Lanka Education Administrative Service (SLEAS) as mentioned under the Basic Qualifications according to the Service Minute of Sri Lanka Education Administrative Service, these marks are awarded only for active and satisfactory service in Grade I of the SLEAS as per Public Service Commission Circular No. 01/2019.

Accordingly, the marks will be awarded as the officer with highest additional service period as described above (in addition to the satisfactory service period of 05 years in S.L.E.A.S, Grade I) from the applicants of the relevant post gets the total marks allocated for the seniority, and the other officers get the marks proportionally for their seniority.

Note - In respect of the officers who have been promoted to Grade I subsequent to the completion of 12 years of active and satisfactory service period in Grade II and III with a service period of two (02) years in Grade II of the Sri Lanka Education Administrative Service, their active and satisfactory service period additional to the said total service period of 12 years and two years in Grade II will also be considered as a service period in Grade I and the marks will be awarded accordingly.

02. Service experience in the field

Maximum Marks : 15

(Marks are given subject to the maximum marks limit only for the official appointment letters issued by the relevant appointing authorities)

2.1 Experience in the School Management 10 Marks
(As 01 mark per year for an approved Post of Principal in Grade I of the SLEAS)

2.2 Experience in the Office Management 10 Marks
(As 01 mark per service period of one year at another post in Grade I of the Sri Lanka Education Administrative Service other than in a Post of Principal)

03. Educational Qualifications

Maximum Marks : 10

- 3.1 Doctor of Philosophy (PhD) - 10 Marks
- 3.2 Master of philosophy (MPhil) - 07 Marks
- 3.3 Post Graduate Degree - 05 Marks
- 3.4 Post Graduate Diploma - 03 Marks

(Other Educational Qualifications excluding the qualifications considered for being exempted from the Efficiency Bar Examinations shall only be considered for the issuance of above marks and marks shall be given per single certificate/ maximum qualifications. Further, relevant marks shall be given only for the Educational Qualifications applicable to the educational sector; as decided by the Secretary to the Ministry of Education or as mentioned in the Service Minute, Graduated from a university recognized by the University Grants Commission or an institution recognized by the University Grants Commission as a degree-granting institution or from a National Institute of Education)

04. Creativity and Professional Development

Maximum Marks : 15

4.1 Researches relevant to the professional field

10 Marks

(No marks are given for the researches / theses submitted for the Post Graduate Degree/ Post Graduate Diploma and marks are given only for 2 researches maximum as 05 marks per each research component finalized methodically and submitted to a symposium in relation to the relevant professional field)

4.2 Publications such as journals articles printed materials

05 marks

(No marks are given for the publications in text books and affiliated books thereof and only for books approved by the Educational Publications Advisory Board and marks are given for 03 publications maximum as 02 marks per each for the publications available as articles, reports or printed materials published in Newspapers and Magazines as decided as suitable by the Secretary to the Ministry of Education to give marks at the interview)

5. Knowledge on Computer Literacy

Maximum Marks - 05

(Practical Knowledge in operational software and software applications together with Basic Knowledge in Computer Hardware are tested)

6. English Language Proficiency

Maximum Marks - 05

(Practical usage and skills in handling English Language are tested)

7. Service Evaluation/Certificates on Commendation /Certificates of Awards/Achievements

Maximum Marks - 05

(05 Marks maximum as 01 mark per each only for Appreciations/Service Evaluations certificates issued by Head of the Institute through the Form General No.230B)

Note: Head of the Department means Chief Secretary to the Provincial Council, Secretary to the Provincial Ministry of Education, Provincial Director of Education, Zonal Director of Education, Commissioner General of Examinations or Commissioner General of Educational Publications)

8. Presentation

Maximum Marks-10

An oral presentation of 05 minutes; about how you; as a Provincial Director of Education, expect to proceed in future to increase the quality and effectiveness of the education system; giving attention to the new trends in the education field, present educational policies and the challenges of education field in 21st century and on the basis of your practical personal experience also, should be done. A hard copy of the said presentation should be given to the Interview Board.

- | | |
|----------------------------|------------|
| I. Approach & Introduction | - 02 Marks |
| II. Content | - 02 Marks |
| III. Time Management | - 02 Marks |
| IV. Way of Presentation | - 02 Marks |
| V. Conclusion & Finishing | - 02 Marks |

An oral presentation should be done for a timeframe of 05 Minutes via Power Point Application or any other application by utilizing a Computer, and the hard copy of the case study you presented should be given to the Interview Board.

9. Overall Skills shown at the Interview

Maximum Marks – 05



2"X 2 1/2"

Specimen Application

Application for the Post of Provincial Director of Education
- 2024
Part "A"

1. 1.1 Name in Full (In Sinhala) Rev./ Mr. / Mrs. / Miss

.....
.....
(In English)

.....
.....

1.2 Name (As mentioned in the Appointment Letter)

.....
.....

2. 2.1 Date of Birth: Date Month Year

2.2 Age (As at closing date of Application) : Years Months Days

2.3 Gender (Male/Female):

.....

3. (Please write the addresses legibly in English Block Letters. Mention the address to which the letters should be posted with the mark "X".)

3.1 Official Address :

.....
.....
.....

3.2 Official Telephone Number :

3.3 Permanent Address :

.....
.....
.....

3.4 Telephone Number-Private:

Fixed Line

Mobile Line

4. National Identity Card No :

5. Type of the Appointment to SLEAS:.....
(Open / Limited / Merit Basis / On other Basis)



6. Date of the Promotion to Grade I of the SLEAS:

7. 7.1 Current Post:

7.2 Date of assuming duties under this post:

8. Educational Qualifications (Post Graduate Diploma / Post Graduate Degree / Master of Philosophy / Doctor of Philosophy):

	Degree / Diploma	Awarding Institute	Year

9. Experiences in School Management:

Name of the School	School Categorization (SLEAS I / SLEAS II / III)	Province	Duration served as the Principal	
			From	To

10. Experiences in Office Management (Except at the Post of Principal)

Post	Grade to which the Post belongs	Duration		Service Station
		From	To	

11. Qualifications obtained on English Language:

.....
.....
.....

12. The Provinces applied for the Post of Provincial Director of Education (Please mention in preference order)

	Province
01	
02	

I hereby certify that the information mentioned above are true and accurate and I have earned all the salary increments permitted and have not been subject to any disciplinary actions for the period of last five (05) years.

.....
Date

.....
Applicant's Signature

Part "B "

Certification by the immediate Staff Officer in charge of the Applicant's Personal File

In respect of the applicant Rev./Mr./Mrs./Ms. who is presenting this Application,

1. Information presented above from 1 to 12 is true/false.
2. Has/has not obtained the half pay/no pay leave until06.2024 from on which he/she has been promoted to Grade 1 of the SLEAS.

Please provide details, if he/she has obtained such half pay/no pay leave

Time	Half Pay Leave	No Pay Leave
From To	Years Months ... Days	Years Months ... Days
From To	Years Months ... Days	Years Months ... Days
From.....To.....	Years Months ... Days	Years Months ... Days

3. Has /Has not earned all the salary increments within the last 05 years

If any salary increment is deferred, reasons for such:

Period of Deferment	Reasons
From..... To.....	
From..... To.....	
From..... To.....	

4. Whether disciplinary actions, audit queries or investigations have been taken place after being promoted to Grace I of the SLEAS? Yes/ No

If so, details on such disciplinary actions, audit queries or investigations.

4

Year	Whether disciplinary actions/ audit queries / investigations	Its present status

(** If any charge sheet/disciplinary orders have already been issued, annexation of the certified copies of the said is mandatory)

5. Has / has not completed a satisfactory service period after being promoted to Grace I of the SLEAS.
6. Has / has not fulfilled the requirements under the qualifications mentioned in the notice.
7. Has / has not been punished by a court.

.....
Date

.....
Name, Signature and Official Stamp

Part "C"

***For the officers who have been released to Provincial Public Service**

Secretary to the Provincial Ministry of Education

As per the details mentioned above, I hereby recommend / not recommend the application for the Post of Provincial Director of Education presented by Rev./Mr./ Mrs./Ms.

.....
Date

.....
Provincial Director of Education
(Signature & Official Stamp)

Chief Secretary,

..... **Province,**

I hereby recommend/ do not recommend the application for the Post / Posts of Provincial Director of Education presented by Rev. / Mr. / Mrs. / Ms.

Further, if the said officer is appointed for this post, I agree/ do not agree to release him/her from the Provincial Public Service without a successor.

.....
Date

.....
Secretary to the Provincial Ministry of Education
(Signature & Official Stamp)

**Secretary,
Ministry of Education,**

I hereby recommend/ do not recommend the application for the Post/Posts of Provincial Director of Education presented by Rev./Mr./Mrs./Ms.

Further, if the said officer is appointed for this post, I hereby recommend/ do not recommend releasing him/her from the Provincial Public Service without a successor.

.....
Date

.....
Chief Secretary
(Signature & Official Stamp)

Part "D"

****For the officers who are serving at the National Schools / Department of Examinations or Educational Publications Department / Ministry of Education.**

**Secretary,
Ministry of Education,**

As per the aforementioned details, I hereby recommend / do not recommend the application for the Post / Posts of Provincial Director of Education presented by Rev. / Mr. / Mrs. / Ms.

.....

.....
Date

.....
Head of the Department/Additional Secretary (E.S.E.)
(Signature & Official Stamp)



