G3

Annexure 01

Recruitment of Graduates employed and not employed in Public Service to Grade 3-I(a) of the Sri Lanka Teachers' Service for Sinhala, Tamil and English Medium Teacher Vacancies in National and Provincial Schools of the Island – 2026

Instructions for the participation at the Interview

01. General Interview

1.1 Since you have qualified for this interview, you are kindly informed to bring a file containing original copies of the following certificates/documents and a file attached with photocopies (photocopies must be certified and submitted by yourself), and arrive at the venue where the general interview is held 30 minutes before the specified time mentioned in table in paragraph 2 of the letter sent herewith:

I. National Identity Card or valid Passport or valid Driving License.

II. Birth Certificate (short extracts will not be accepted; if the name has changed after marriage, the marriage certificate along with an affidavit must be submitted).

III. G.C.E. (Ordinary Level) Examination Certificate issued by the Commissioner General of Examinations (It is mandatory for the applicants; who have passed local or foreign examinations recognized by the Commissioner General of Examinations as equivalent to the G.C.E. Ordinary Level (O/L) Examination, to bring the certificate certifying that fact issued by the Commissioner General of Examinations).

IV. Valid degree certificate and Academic Transcript including the subjects studied for the degree.

V.

a) Form F1 certified by the Registrar of the relevant university or an officer authorized by the Registrar to confirm the subject or subject contents (1/3) as mentioned in the gazette in relation to the subjects for which you are qualified to appear for the interview.

b) Applicants who have obtained degrees from the institutions requiring to submit the Form (F1), other local or foreign universities/institutions not belonging to the universities indicated through the following links on the official website of the University Grants Commission must fill out the Google Form displayed from 01.11.2026 up to 07.11.2026 via the official website of the Provincial Public Service Commission related to the province for which you have been called for the interview, and submit your degree certificate and a scanned copy of the detailed degree certificate. Accordingly, a committee appointed by this Ministry prior to the interview will study the subject combination based on the scanned copy and submit the decision of that committee to the interview board. Consequently, the original copies of the certificates of which the scanned copies were submitted via the said Google Form must be presented at the interview.

Universities/Institutes requiring to submit Form F1

You are kindly informed to access the official website of the University Grants Commission, navigate from its main menu to universities and institutes, and check the fields for the respective universities/institutes in the following order:

"Universities" →

"Campuses" →

"Other Recognized Degrees" →

"External Degrees and Extension Courses" →

"Other State Universities" →

Degrees awarded by institutes recognized under Section 25A of the Universities Act No. 16 of 1978

VI. Grama Niladhari Certificate and extract of the electoral register to confirm permanent residence **(Note: Extract of the electoral register - obtaining the extract of the electoral register by accessing the official website of the Election Commission is sufficient).**

VII. Affidavits in relation to name discrepancies if there are any differences in the names in the certificates submitted by you.

VIII. The applicants, appeared for the examination as the permanently disabled persons and called for this interview should submit Form F2 displayed on the official website of this Ministry to the relevant hospital, and the said form certified by the medical board (This Ministry will take steps from 01.11.2026 and 07.11.2026 to inform the permanently disabled individuals through the telephone, using the telephone number submitted with their application, regarding the time they should visit the relevant hospital).

IX. Police Clearance Report regarding your fingerprints obtained from the police station (in accordance with Form F3 and instructions mentioned on the Ministry website related to obtaining the Police Clearance Report) - applicable only to all applicants who applied according to the Extra-Ordinary Gazette No. 2474/19 dated 02.02.2026 as amended by the Extra-Ordinary Gazette No. 2476/18 dated 18.02.2026.

X. In the circumstances where the certificates other than the degree certificate mentioned in V above are required to be submitted in relation to the subjects for which you qualify, as per note 4/6 of the Gazette notice, those certificates.

XI. The printed copy of the document containing school choices, as indicated in Document G5 attached to the calling letter sent to you by post.

XII. The graduates in public service who applied for the examination are required to submit a service verification certificate in accordance with the format indicated as F4 published on the official website of the Ministry in addition to the above documents together with an affidavit (The applicants covered by Note 1 of Extra-Ordinary Gazette No. 2474/18 dated 02.02.2026 or Note 3 of Extra-Ordinary Gazette No. 2474/19 dated 02.02.2026).

All the original copies of the documents specified above should be presented **on the day of the general interview itself, and the documents submitted later will not be accepted**.

Very Important: Further, a file containing the photocopies of all these certificates should be brought mentioning your full name / National Identity Card number, and each such document should be certified as true copies with your own signature, arranged in the order shown in 1.1 above, and presented to the interview board through an affidavit (Form F5 shown on the website). (Since the original copies of the documents indicated as V(a), VII, VIII, IX, X, XI, and XII in 1.1 above of the said file will not be returned by the interview board, it is advisable to keep a photocopy of those if necessary)

If you are an applicant who qualifies from the general interview, you will also be referred to the practical test mentioned in paragraph 10.3 of the gazette held on the same day. Consequently, it is required to come being prepared for the said purpose also.

(Please note that luggage and mobile phones will not be allowed to be taken into the premises where these general and practical tests are held.)

02. Practical Test

2.1 According to Section 7.2.3.4 of the Service Minute of the Sri Lanka Teachers' Service published in the Extra-Ordinary Gazette No. 1885/38 dated 23.10.2014 of the Democratic Socialist Republic of Sri Lanka, I kindly inform you to participate prepared as follows for the practical test for recruiting teachers to Grade 3-I(a) of the Sri Lanka Teachers' Service.

2.2 This test is conducted according to Appendix "B" of the Service Minute of the Sri Lanka Teachers' Service as follows.

2.3 The applicant should make a presentation under a topic identified as stated in Note 10 of paragraph 10.3 of the Gazette notification as a practical test. The marks are allocated for this as per below particulars. (Even if you qualify to face the practical test for multiple subjects, you should make the presentation according to Note 10 / Note 13 of the Gazette notifications through which you submitted applications. The marks given in relation to those presentations will be applied to all subjects for which you have qualified for the interview. Moreover, the decision of the practical interview boards will not be notified to the applicants at that moment.)

SN	**Criteria for Awarding Marks in the Practical Test**	**Maximum Marks**	**Minimum Marks Required to Pass**
1	Objective and Approach	05	02
2	Personality and Voice Control	05	02
3	Clarity of Communication	05	02
4	Time Management	05	02
5	Use of Presentation Techniques	05	02
Total Marks		**25**	**10**

2.4. Methodology of Practical Test (This will be conducted according to Chapter 10.3 of the Gazette calling for applications)

I. A time slot of not less than 5 minutes is given for the practical test.
II. The maximum marks obtainable in the practical test is twenty-five (25).
III. In order to pass the practical test, a minimum of 2 marks should be obtained for each criterion.

2.5 Objective of the criteria considered in awarding marks for the practical test:

I. **Objective and Approach**
Evaluation of the ability to successfully explain the objective of the lesson and enter the lesson.

II. **Personality and Voice Control**
Evaluation of the ability to possess a good personality as a teacher and control the voice well during teaching.

III. **Clarity of Communication**
Evaluation of the ability to effectively communicate relevant facts in the teaching-learning process.

IV. **Time Management**
Evaluation of the skill of achieving the objective within the given time period.

V. **Use of Presentation Techniques**
Evaluation of the ability to properly use presentation techniques to achieve the objective.

2.6. The applicants appearing for the practical test should ensure that they arrive being prepared to present all submissions relevant to all the subjects for which they have qualified, as specified in note 4/6 of the Gazette notice you applied under, and such presentations should be conducted in accordance with note 10/13 of the Gazette notice.

3. Since these calling letters for interviews are issued by the Secretary to the Ministry of Education, Higher Education and Vocational Education or by an officer authorized by him/her according to the aforesaid gazette and the decisions of the Cabinet of Ministers in agreement with the Provincial Public Service Commission, you are required to arrive at the specified location within the date/time called for such general interviews, and I also inform you that the requests made to obtain another date or time without participating in the interview as scheduled will not be considered under any circumstances.
4. **At the time the interview board decides that you have not fulfilled the qualifications according to the aforesaid gazette, the proceedings will be made treating the said decision as the final decision.**
5. No travelling expenses or subsistence allowances will be paid for participating in these tests.
6. As facilities required for this practical test, only White Board, Marker Pen, Pins, Dusters will be provided by the practical examination board. If you expect to use Bristol boards/notes for the presentation, such materials should be procured personally, and since no extra time/place will be provided to make notes on those Bristol boards/notes, please make sure that you come for the interview keeping those ready with you by the time you arrive at the interview.

Nalaka Kaluwewe
Secretary