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The Gazette of the Democratic Socialist Republic of Sri Lanka
EXTRAORDINARY

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PART I : SECTION (I) — GENERAL

Government Notifications

MINUTE OF THE SRI LANKA TEACHER EDUCATORS SERVICE

THE Service Minute of the Sri Lanka Teacher Educators Service as set out hereunder is substituted for the Service Minute of the Sri Lanka Teacher Educators Service published in the Gazette Extraordinary No. 1070/13 of 11.03.1999 of the Democratic Socialist Republic of Sri Lanka and the amendments made thereto from time to time without prejudice to any action taken or purported to have been taken thereunder.

By order of the Public Service Commission,

T. M. L. C. SENARATNA,
Secretary,
Public Service Commission.

13th July, 2015.

01. Effective Date :

This Minute of the Sri Lanka Teacher Educators Service shall come into force with effect from the 28.07.2015.

02. Appointing Authority : Public Service Commission

03. Category of Service/Categories of Service :

3.1 Category of Service : Executive

3.2 Class - Grade III
Grade II
Grade I



04. General definition on the role assigned :

The execution of academic functions of the National Colleges of Education, Teacher Training Colleges and Teacher Centres established for the purpose of acquiring knowledge, skills and attitudes necessary for the teachers with a view to properly maintaining the process of learning and teaching in the schools in keeping with the national education policy and matters incidental thereto, and also, working in close liaison with the higher education institutes in order that the knowledge in the changing sphere of education is gained.

05. Salary :

5.1 Salary Code : SL-I-2006

5.2 Salary Scale : Rs. 22,935 - 10 x 645 - 8 x 790 - 17 x 1,050 - 53,555

5.3 Grade system pertaining to the category of service and initial salary step of the grade system :

<i>Grade</i>	<i>Initial Salary Step</i>	<i>Initial Salary Point</i>
III	Step 01	Rs. 22,935
II	Step 12	Rs. 30,175
I	Step 20	Rs. 36,755

06. Posts belonging to the Service :

6.1 Approved titles of the posts, approved number of posts and grades :

<i>Approved titles of the posts</i>	<i>Grade</i>	<i>Approved cadre</i>
President of College of Education	1	18
Vice President of Colleges of Education	1	59
Principal of Teacher Training Colleges	1	8
Senior Lecturer	1	37
Coordinating Lecturer	1	60
Deputy Principal of Teacher Training Colleges	II / III	16
Manger of Teacher Centres	II / III	106
Lecturer	II / III	1785
Total		2089

6.2 Consolidated number of officers : 2089

All of the Grades III, II and I are deemed to have been belonging to the consolidated number of officers for the purpose of promotion from grade to grade.

6.3 Nature of the Post/Posts : Posts are permanent and pensionable.

07. Method of Recruitment :

7.1 Percentage of Recruitment :

<i>Stream</i>	<i>Percentage</i>
Open	35%
Limited	65%
Merit	Not applicable

7.2 Open Recruitment :

7.2.1 Grade to which the recruitment is made : Sri Lanka Teacher Educators Service : Grade III

7.2.2 Qualifications :

7.2.2.1 Educational Qualifications :

A Degree with a Second Class (Upper) in the relevant discipline and a Post Graduate Diploma in Education from an University recognized by the University Grants Commission or from an institute recognized by the University Grant Commission as being a degree awarding institute.

OR

Bachelor of Education Degree with a Second Class (Upper) in the relevant discipline

7.2.2.2 Professional Qualifications : Not applicable

7.2.2.3 Experience : Consider as an extra qualification

7.2.2.4 Physical Qualifications :

Every candidate should be physically and mentally sound enough to serve in any part of Sri Lanka and perform duties in the respective post.

7.2.2.5 Other :

(i) Should be of excellent moral character

(ii) No person is permitted to vie for the competitive examination for more than three (03) sittings.

(iii) Qualifying date - The fact as to whether the candidate has fulfilled required qualifications to sit the competitive examination for appointment to the Service is accepted only if such candidate has in every respect met with necessary qualifications set out in provisos from 7.2.2 to 7.2.3 as at the date mentioned in the notice calling for applications.

7.2.3 Age :

7.2.3.1 Minimum limit : 22 years

7.2.3.2 Maximum limit : 30 years

7.2.4 Method of Recruitment :

- (i) Recruitment is made on the results of a written examination and a structured interview with a practical test.
- (ii) In this connection, a candidate should offer all three subjects at the written examination and be successful in all such subjects.
- (iii) Candidates constituting twice the number of vacancies from among those who obtained minimum or higher marks to pass the written examination will be called for the structured interview. The structured interview will be conducted by a Board of Interview appointed by the Public Service Commission.
- (iv) Recruitment to the Service, based on the aggregate of marks of those candidates who obtained minimum passable marks from both the written examination and the practical skill of conducting lectures shown at the structured interview in the order of merit of the highest aggregate marks, will be made in a number equal to the number of vacancies.

7.2.4.1 Written Examination :

<i>Subjects</i>	<i>Maximum Marks</i>	<i>Passable Marks</i>
General Knowledge and Aptitude	100	40
Comprehension and Case Study	100	40
Elements of Education	100	40

(Reference : Schedule IV)

7.2.4.1.1 Conducting Authority - Commissioner General of Examinations

7.2.4.2 Vocational Test : Not applicable

7.2.4.3 General Interview : No marks will be awarded. The general interview will be conducted simultaneously with the structured interview.

Objectives to be achieved : To ascertain as to whether all the qualifications set out in the Service Minute of the Sri Lanka Teacher Educators Service and the notice published for recruitment has been met in every respect.

Appointing Authority of the Board of General Interview : Public Service Commission

7.2.4.4 Structured Interview :

<i>Criteria of awarding marks</i>	<i>Maximum Marks</i>	<i>Passable Marks</i>
Part I		
1. Additional educational qualifications	15	Not Applicable
2. Experience in teaching	15	
3. English language competency	10	
4. ICT skill	10	
Part II - Practical Test		
1. Practical skill of conducting lectures	50	20

Note :

- (i) The Public Service Commission will approve a detailed marking scheme for the structured interview within the maximum marks assigned in respect of the main areas of awarding marks as stated in Part I of the Table above.
- (ii) A practical test will be held to assess the skill of conducting lectures as stated below :

<i>Criteria of awarding marks</i>	<i>Maximum Marks</i>	<i>Minimum Marks considered for selection</i>
1. Preparation of lecture notes	25	}
2. Presentation	25	
2.1 Approach	04	}20
2.2 Concise presentation of the design of the lecture	04	
2.3 Style of presentation	08	
2.4 Subject content	05	
2.5 Time management	04	

7.2.4.4.1 Appointing Authority of the Board of Structured Interview : Public Service Commission

7.2.5 Method of calling for applications :

A notice calling for application approved by the Public Service Commission will be published in the Government Gazette and the official website of the Ministry of Education.

7.3. Limited Recruitment :

7.3.1 Grade to which the recruitment is made : Sri Lanka Teacher Educators Service : Grade III

7.3.2 Qualifications :

7.3.2.1 Educational Qualifications :

A Degree in the relevant discipline and a Post Graduate Diploma in Education from an University recognized by the University Grants Commission or from an institute recognized by the University Grants Commission as being a degree awarding institute.

OR

Bachelor of Education Degree in the relevant discipline.

Note : The qualifications set out in Schedule VII in respect of the disciplines therein will be accepted as minimum qualifications until the completion of 05 years from the date on which the Service Minute comes into force and the situation will be reviewed after the lapse of such period of five years.

7.3.2.2 Professional qualifications : Not applicable

7.3.2.3 Experience :

7.3.2.3.1 Limited :

Should have been confirmed in the post in the Sri Lanka Principals Service or Sri Lanka Teachers Service or Sri Lanka Education Administrative Service belonging to the Public Service or Provincial Public Service having fulfilled qualifications under 7.3.2 above obtained on or before the date mentioned in the notice calling for applications and should have completed an active and satisfactory service not less than five (05) years.

7.3.2.4 Physical Qualifications :

Every candidate should be physically and mentally sound enough to serve in any part of the island and perform duties in the respective post.

7.3.2.5 Other :

- (i) Should be of excellent moral character.
- (ii) Should be an officer confirmed in the post of Sri Lanka Education Administrative Service or Sri Lanka Principals Service or in the Sri Lanka Teachers Service belonging to the Public Service or Provincial Public Service.
- (iii) Should be an officer who has earned all the salary increments during the period of service of five years immediately preceding the Sri Lanka Education Administrative Service or Sri Lanka Principals Service or Sri Lanka Teachers Service belonging to the Public Service or Provincial Public Service without being subject to any disciplinary punishment during such period of service.
- (iv) No person is permitted to vie for the limited competitive examination for more than three (03) sittings.
- (v) Qualifying date - The fact as to whether the candidate has fulfilled required qualifications to sit the competitive examination for appointment to the Service is accepted only if such candidate has in every respect met with necessary qualifications set out in provisos from 7.3.2 to 7.3.3 as at the date mentioned, in the notice calling for applications.

7.3.3 Age :

7.3.3.1 Minimum limit : Not applicable

7.3.3.2 Maximum limit : 45 years

7.3.4 Method of Recruitment :

- (i) Recruitment is made on the results of a written examination and a structured interview with a practical test.
- (ii) In this connection, a candidate should offer all three subjects at the written examination and be successful in all such subjects.

- (iii) Candidates constituting twice the number of vacancies from among those who obtained minimum or higher marks to pass the written examination will be called for the structured interview. The structured interview will be conducted by a Board of Interview appointed by the Public Service Commission.
- (iv) Recruitment to the Service, based on the aggregate of marks of those candidates who obtained minimum passable marks from both the written examination and the practical skill of conducting lectures shown at the structured interview in the order of merit of the highest aggregate marks, will be made in a number equal to the number of vacancies.

7.3.4.1 Written Examination :

<i>Subjects</i>	<i>Maximum Marks</i>	<i>Passable Marks</i>
General knowledge and Aptitude	100	40
Comprehension and Case Study	100	40
Elements of Education	100	40

(Reference : Schedule IV)

7.3.4.1.1 Conducting Authority : Commissioner General of Examinations

7.3.4.2 Vocational Test : Not applicable

7.3.4.3 General Interview : No marks will be awarded. The general interview will be conducted simultaneously with the structured interview.

Objectives to be achieved : To ascertain as to whether all the qualifications set out in the Service Minute of the Sri Lanka Teacher Educators Service and the notice published for recruitment has been met in every respect.

Appointing Authority of the Board of General Interview : Public Service Commission

7.3.4.4 Structured Interview :

<i>Criteria of awarding marks</i>	<i>Maximum Marks</i>	<i>Passable Marks</i>
Part I		
1. Additional educational qualifications	20	Not Applicable
2. English language competency	15	
3. ICT skill	15	
Part II - Practical Test		
1. Practical skill of conducting lectures	50	20

Note :

- (i) The Public Service Commission will approve a detailed marking scheme for the structured interview within the maximum marks assigned in respect of the main areas of awarding marks as stated in Part I of the Table above.
- (ii) A practical test will be held to assess the skill of conducting lectures as stated below.

<i>Criteria of awarding marks</i>	<i>Maximum Marks</i>	<i>Minimum Marks considered for selection</i>
1. Preparation of lecture notes	25	} 20
2. Presentation	25	
2.1 Approach	04	
2.2 Concise presentation of the design of the lecture	04	
2.3 Style of presentation	08	
2.4 Subject content	05	
2.5 Time management	04	

7.3.4.4.1 Appointing Authority of the Board of Structured Interview : Public Service Commission

7.3.5 Method of calling for applications :

A notice calling for applications approved by the Public Service Commission will be published in the Government Gazette and the official website of the Ministry of Education.

7.4 Recruitment on merit basis : Not applicable

08. Efficiency Bar :

8.1

<i>Which of the Efficiency Bars</i>	<i>Before how many years the Efficiency Bar to be passed</i>	<i>Nature of the Efficiency Bar : Written Examination/Trade Test/Certificate Course/Other</i>
1st Efficiency Bar	Before three (03) years following the appointment to Grade III of the Sri Lanka Teacher Educators Service	Reference : Schedule "III"
2nd Efficiency Bar	Before three (03) years following the promotion to Grade II of the Sri Lanka Teacher Educators Service	Reference : Schedule "III"
3rd Efficiency Bar	Before five (05) years following the promotion to Grade I of the Sri Lanka Teacher Educators Service	Reference : Schedule "III"

Remarks : Officers who have passed the first Efficiency Bar Examination of Class 3 under Service Minute of the Sri Lanka Teacher Educators Service published in the Gazette Extraordinary No. 1070/13 of 11.03.1999 will be reckoned as being successful in the second Efficiency Bar Examination under this Service Minute and those who have passed the Efficiency Bar Examination of Grade II of Class 2 under the aforesaid former Minute will be reckoned as being successful in the first Efficiency Bar Examination (excluding the subject of English) under this Service Minute.

8.2 Frequency at which the 1st Efficiency Bar Examination will be held : Twice a year

8.3 Conducting Authorities of the relevant Efficiency Bar Examinations :

* 1st Efficiency Bar Examination : The Commissioner General of Examinations

* 2nd Efficiency Bar Examination : Secretary of the Ministry of Education

09. Language Proficiency :

9.1

<i>Language</i>	<i>Proficiency to be acquired</i>
1. Official Language	Officers whose appointment to the Service in the medium other than an official language should acquire official language proficiency within three (03) years.
2. Other Official Language	Every officer within five (05) years of his/her recruitment to the Service should acquire the proficiency in the other official language at the prescribed level in terms of P. A. Circular No. 01/2014 and the circulars incidental thereto.
3. Link Language	All officers recruited to the Service should acquire proficiency in the link language, English within a period of three (03) years from the date of their recruitment. Where an officer has gained at least a credit or higher pass in the G. C. E. (O/L) Examination, he/she is exempted from the requirement of passing over the Link Language test. Other officers should pass the test referred to in Schedule "VIII". An officer recruited to the Service in the medium of English will be exempted from this requirement.

9.2 Frequency at which the link language test is held : Once a year

9.3 Conducting authority of the test : Commissioner General of Examinations

10. Promotion to Grades :

10.1 Promotion to Grade II from Grade III

10.1.1 Requirement to be fulfilled -

- (i) Should have been confirmed in the Service.
- (ii) Should have completed as active and satisfactory period of service of at least ten (10) years in Grade III of the service on the date becoming of eligible for promotion category and earned ten (10) salary increments.

- (iii) Should have demonstrated a performance as satisfactory or higher level during a period of ten (10) years preceding the date of promotion as per the approved performance evaluation procedure.
- (iv) Should have completed a satisfactory period of service of five (05) years immediately preceding the date of promotion.
- (v) Should have passed the first efficiency bar examination on the prescribed date.
- (vi) Should have acquired the proficiency in the other official language at the prescribed level.
- (vii) Should have acquired the proficiency in the relevant link language (English).
- (viii) Should have passed the Capacity Building Training Course 01 (Schedule XI).

10.1.2 Method of Promotion :

The Appointing Authority, when those officers who meet with necessary qualifications forward their applications in the prescribed form to him, will following the scrutiny of qualifications, make the appointment to Grade II with effect from the date on which they become eligible.

The form of application concerned is at Schedule "IX".

10.2 Promotion to Grade I from Grade II :

10.2.1 Requirements to be fulfilled -

- (i) Should have obtained a Post Graduate Degree in Education or a Post Graduate Degree in the relevant discipline from an university recognized by the University Grants Commission or from an institute recognized by the University Grants Commission as being a degree awarding institute or from the National Institute of Education.
- (ii) Should have completed an active and satisfactory period of service of seven (07) years in Grade II of the service on the date of becoming of eligible for promotion category and earned seven (07) salary increments.
- (iii) Should have completed a satisfactory period of service of five (05) years immediately preceding the date of promotion.
- (iv) Should have demonstrated a performance at satisfactory or higher level right throughout the period of seven (07) years preceding the date of promotion as per the approved performance evaluation procedure.
- (v) Should have passed the second efficiency bar examination on the prescribed date.
- (vi) Should have passed the Capacity Building Training Course 02. (Schedule XII)

10.2.2 Method of Promotion :

The Appointing Authority, when those officers who meet with necessary qualifications forward their applications in the prescribed form to him, will, following the scrutiny of the fulfillment of the required qualifications, promote them to Grade I with effect from the date on which they meet with all such qualifications.

The form of application concerned is at Schedule "X".

Remarks : The date of promotion of the officers who do not pass the Efficiency Bar Examination on the prescribed date at the time of promotion should be deferred by a period of time equal to a period of time taken to pass the Efficiency Bar Examination concerned ;

11. Appointment to Posts :

11.1 Qualifications :

	<i>Posts</i>	<i>Qualifications</i>
1.	President of the National Colleges of Education	Officers of Grade I who have passed the 3rd Efficiency bar examination.
2.	Principal of Teacher Training Colleges	Officers of Grade I who have passed the 3rd efficiency bar examination.
3.	Vice President of National Colleges of Education	Officers of Grade I who have passed the 3rd efficiency bar examination.
4.	Senior Lecturer	Officers of Grade I
5.	Coordinating Lecturer	Officers of Grade I
6.	Deputy Principal of Teacher Training Collges	Officers of Grade II / III
7.	Manager of Teacher Centres	Officers of Grade II / III
8.	Lecturer	Officers of Grade II / III

11.2 Method of Selection :

11.2.1 Appointments to posts enumerated under Nos. 4, 5, 6 and 7 of the Table 11.1 of the Service Minute will be made on the seniority of the respective Grade.

11.2.2 The Public Service Commission, after calling for application from the eligible candidates, will make appointments to the posts enumerated under Nos. 1, 2 and 3 of the Table 11.1 of the Service Minute on the results of a structured interview conducted by a board of interview appointed by the Public Service Commission. (Marking Scheme : Reference - Schedule "V")

12. Conditions of Service :

12.1 Conditions governing confirmation in service :

12.1.1 New recruits to the service shall undergo the compulsory induction training on their recruitment to the Service conducted by a training institute determined by Secretary of the Ministry of Education.

Officers who fail to complete this training satisfactory shall be reverted to the posts they formerly held in the public service or discontinued from the Service.

12.1.2 All officers recruited under limited stream, following an acting period of service over one (01) year, will be confirmed in Service subject to the provision in sub proviso 12.1.1 above and the provisions laid down in the Establishment Code and the Procedural Rules of the Public Service Commission.

12.1.3 All officers recruited under open stream, following a probationary period of service over three (03) years, will be confirmed in Service subject to the provisions in sub proviso 12.1.1 above and the provisions laid down in the Establishment Code and the Procedural Rules of the Public Service Commission.

12.2 Training and Development :

12.2.1 Induction Training :

12.2.1.1 Open : Duration of the induction training will be six months, A project report in relation to education will have to be presented during the training period and it is required to pass the examination held at the end of such period of training.

12.2.1.2 Limited : Duration of the induction training will be one month and it is required to pass the examination held at the end of such training.

12.2.2 All officers of the Service are required to complete a project concerning the relevant discipline focusing on a particular school or an institute of education acceptable to the Board of the National Colleges of Education.

12.2.3 Scholarships/Attachments/Study Tours, subject to a streamlined process of selection, may be awarded to the officers of the Service depending on the suitability of the candidates and the requirements of the respective programmes and the recommendation of the Board of the National Colleges of Education in order to enable the Teacher Educators to become more professionally qualified.

12.2.4 All officers in addition to the content of this Service Minute should acquire necessary competencies and skills determined by the government from time to time.

12.2.5 Capacity building training courses

12.2.5.1 Capacity building training course 01

Officers of Class III of the Teacher Educators Service before completing a period of ten (10) years following their recruitment to the Service should pass the capacity building training course as enumerated in the Schedule (XI), over a spell of six weeks, conducted for them by an institute nominated by Secretary of the Ministry of Education.

12.2.5.2 Capacity building training course 02

Officers of Class II of the Teacher Educators Service within a period of seven (07) years, only after their promotion to Grade II of the Service, should pass the capacity building training course as enumerated in the Schedule (XII), over a spell of four weeks, conducted for them by an institute nominated by Secretary of the Ministry of Education.

12.3 Other Conditions :

12.3.1 All appointments of the Service are subject to the provisions of the Establishment Code and the Procedural Rules of the Public Service Commission published in the Gazette Extraordinary No. 1589/30 of 20.02.2009 of the Democratic Socialist Republic of Sri Lanka.

12.3.2 Provisions of this Service Minute shall not take effect overriding or in contravention of the provisions of the Colleges of Education Act, No. 30 of 1986.

12.3.3 The posts enumerated in Schedule “I” of this Service Minute may be held by the officers of the Service and they are required to serve in any part of the Island.

12.3.4 The number of vacancies in any respective discipline in any year as at the recruitment to Grade III of the Service shall be the number of vacancies that exist on the 30th of June of such year.

13. Interpretations and Definitions :

- 13.1 The term “Service Minute” shall mean the Service Minute of the Sri Lanka Teacher Educators Service.
- 13.2 The term “Service” shall mean the Sri Lanka Teacher Educators Service.
- 13.3 The term “Commission” shall mean the Public Service Commission of the Democratic Socialist Republic of Sri Lanka.
- 13.4 The term “Ministry” shall mean the line Ministry in charge of the subject of Education.
- 13.5 The term “Secretary” shall mean the Secretary of the line Ministry in charge of the subject of Education.
- 13.6 The term “National Institute of Education” shall mean the National Institute of Education established under the provision of the National Institute of Education Act, No. 28 of 1985.
- 13.7 The term “National Colleges of Education” shall mean the Pre-service Teacher Training Institute established under the provisions of the Colleges of Education Act, No. 30 of 1986.
- 13.8 The term “Board of the National Colleges of Education” shall mean the Colleges of Education Board defined in the Colleges of Education Act, No. 30 of 1986.
- 13.9 The term “Teacher Training Colleges” shall mean the Teacher Training Colleges established for training of teachers.
- 13.10 The term “Teacher Centres” shall mean the non residential institutes established for the purpose of conducting continuous education programmes for teachers whilst serving as a resource centre.
- 13.11 The term “Respective discipline” shall mean any one of the subject areas specified in the Gazette Notification published for recruiting purposes as per Schedule II or Remarks thereof under this Minute.
- 13.12 The term “Active period of service” shall mean the period of service during which an officer is actually engaged in duties whilst drawing salaries pertaining to his/her post. All periods of no pay leave other than maternity leave approved by the government shall not be reckoned for the purpose of counting active period of service.
- 13.13 The term “Effective Date” shall mean the date on which this Minute comes into force.

14. Absorption of those who are in service :

No change in the salary or the date of increment of the person concerned should occur due to the absorption and such date should remain to be in force as the date of his/her increment as was previously existed. Likewise, due to reason that the salary step the person concerned was drawing last corresponds to the new salary step, he/she should not be placed on the next higher salary step either in terms of Section 4.4 of Chapter VII of the Establishment Code.

14.1 Absorption into Grade I

Officers of Class I under old Service Minute as at the effective date will be absorbed into Grade I under new Service Minute.

14.2 Absorption into Grade II

Officers of Class 2-1 and 2-11 under old Service Minute as at the effective date will be absorbed into Grade II under new Service Minute.

14.3 Absorption into Grade III

Officers of Class 3 under old Service Minute as at the effective date will be absorbed into Grade III under new Service Minute.

15. The Interim Provisions :

The interim period will remain in force for two years (02) as from the effective date of this Service Minute.

15.1 Promotion to Grade II from Grade III during the interim period

- * Conditions in the chapter 8.1 is applicable
- * Officers who have obtained English Credit pass in G. C. E. (O/L) or followed English medium degree/post graduate diploma/post graduate degree will be exempted from the requirement of passing over link language (English).
- * Exempted from the requirement of passing the Capacity Building Training Course I.

15.2 Promotion to Grade I from Grade II during the interim period

- * Conditions in the chapter 8.1 is applicable.
- * Exempted from the requirements of passing the Capacity Building Training Course 1 and 2.

16. Any matter not provided for in this Service Minute shall be determined by the Public Service Commission on the recommendation of the Secretary of the Ministry of Education.

17. An officer in service who has not reached his optional age of retirement by the date on which this Service Minute comes into force should, on application, be given the opportunity to exercise his option to retire from the service under Section 7 of the Minute on Pensions. Such option may be exercised by her/him within 03 years from the date on which this Service Minute comes into force, provided the Public Service Commission is satisfied that he/she has been adversely affected by the provisions of this Service Minute to such an extent as to justify the grant of such concession.

SCHEDULE - I

Schedule of Posts

Grade I	- President of National Colleges of Education Vice President of National Colleges of Education Principal of Teacher Training Colleges Senior Lecturer Coordinating Lecturer
Grade II/III	- Deputy Principal of Teacher Training Colleges Manager of Teacher Centres Lecturer

SCHEDULE II

List of Disciplines (Subjects)

(Subject to revision from time to time on the exigency of the Ministry of Education)

1. Professional Subject

- (i) Elements of Education
- (ii) School Organization and Classroom Management
- (iii) Educational Guidance
- (iv) Educational Psychology
- (v) Sociology of Education
- (vi) Methods of Teaching
- (vii) Evaluation and Measurement

2. Sinhala Language (Mother Tongue)

3. Sinhala Language (Second Language)

4. Tamil Language (Mother Tongue)

5. Tamil Language (Second Language)

6. English

7. Health and Physical Education

8. Dancing

9. Dancing (Barath)

10. Music

11. Music (Karnatic)

12. Western Music

13. Art

14. Drama and Performing Arts

15. Information and Communication Technology

16. Primary Education

- (i) Mother Tongue
- (ii) Aesthetic Education
- (iii) Physical Education
- (iv) Special Education
- (v) Creative Activities
- (vi) English
- (vii) Primary Science
- (viii) Primary Mathematics

17. Buddhism

18. Catholicism/Christianity

19. Hinduism

20. Islam

21. Mathematics

22. Biology

23. Chemistry

24. Physics

25. Mechanical Technology

26. Construction Technology

27. Electric and Electronic Technology

28. Arts and Crafts (Pottery and Handicrafts)

29. Textiles Technology
30. Education of Citizenry
31. History
32. Geography
33. Library and Information Studies
34. Agricultural Science
35. Special Education
36. Home Economics
37. French
38. Entrepreneurial Studies
39. Management Studies

SCHEDULE - III

Efficiency Bar Examinations

1. First Efficiency Bar

The first Efficiency Bar Examination should be passed before a lapse of three (03) years following the appointment to Grade III, Relevant Examination will be conducted by the Commissioner General of Examinations.

The first E. B. Examination will consist of the following subjects

1.1 General Management and Establishment - 100 marks - 1 1/2 hrs.

* With special reference to Chapters I, II, III, IV, V, VII, VIII, IX, XII, XIII, XIV, XXIV, XXVIII, XXX and XXXI of the Establishment Code and

* With special reference to Chapter I, III, IV, V, VI, VIII, X and XII of the Procedural Rules of the Public Service Commission.

1.2 Financial Regulations - 100 marks - 1 1/2 hrs

* With special reference to Chapters I, II, V, VIII, XII and XIV of Part 1

1.3 Educational Reforms and Educational Law - 100 marks - 2 hrs.

* Candidates are expected to be familiar with the following Ordinances and Acts of Parliament.

- (i) Educational Reforms 1972 (New Approach to Education)
- (ii) White Paper on Education 1981
- (iii) First Report of the National Education Commission 1992
- (iv) New Educational Reforms 1997
- (v) New Educational Reforms implemented since 1999
(Primary, Secondary & G. C. E. (A/L))
- (vi) The Public Examinations Act, No. 25 of 1968 as amended by the Public Examinations (Amendment) Act, No. 15 of 1976
- (vii) The National Institute of Education Act, No. 28 of 1986
- (viii) The Colleges of Education Act, No. 30 of 1986
- (ix) The National Education Commission Act, No. 19 of 1991
- (x) The National Authority on Teacher Education Act, No. 32 of 1997
- (xi) The Constitution of Sri Lanka with special reference to the 13th Amendment and Chapter 3 on Fundamental Rights
- (xii) Statutes relevant to education made by the respective Provincial Councils

1.4 English Language - 100 marks - 2 hrs.

This is to assess the English Language Competence of the following subject areas.

- * English Grammar - Tense and Number, Sentences (Simple/Compound/Complex/Compound Complex), Relative Clauses, Adjectives and Adverbs, Prepositions.
- * Listening and Speaking Skills - General Greetings and Introduction, Giving and getting information, Advising, Suggesting and expressing opinions, telephone skills, Interviewing Skills, Meeting.
- * Writing Skills, Internal modes of communication, Formal correspondence skills, writing descriptions Explanations, Summary Writing Skills, Report Writing Skills,

N.B- Candidates are required to obtain at least 40 marks on each of the papers for a pass in the Efficiency Bar Examination. A candidate may pass the examination with one or more subjects at a single sitting.

Requirement to obtain a pass in the English Language under this Efficiency Bar Examination will be exempted when a candidate has followed the Degree or Post Graduate Diploma or Post Graduate Degree in the medium of English.

2. Second Efficiency Bar

The Second Efficiency Bar Examination should be passed before a lapse of three (03) years following the promotion to Grade II.

A Project Report containing not less than 7000 words on Teacher Education, Educational Management of a related subject area accepted by the Secretary, Ministry of Education on the recommendation of the Board in National College of Education.

3. Third Efficiency Bar

Should have obtained a Post Graduate Diploma in Management or Post Graduate Diploma in Educational Management before a lapse of five (05) years following the promotion to Grade I.

In addition to the requirements of the Efficiency Bar referred to above, all officers should duly acquire necessary proficiencies and skills as determined by the Government from time to time.

SCHEDULE IV

Syllabus of the Open / Limited Competitive Examination

01. Title of the Examination : Recruitment to Class III of the Sri Lanka Teacher Educators Service or Open / Limited Basis.
02. Details of the Examination :
 - (i) Will be held in the media of Sinhala and Tamil and English Languages.
 - (ii) Candidates may sit the examination in a language of their choice.
 - (iii) Candidate will not be permitted to change the medium of examination given in their applications.

<i>Question Paper</i>	<i>Duration</i>	<i>Total Marks</i>	<i>Passable Marks</i>
General Knowledge and Aptitude	02 hours	100 marks	40 marks
Comprehension and Case Study	02 hours	100 marks	40 marks
Elements of Education	01 hour	100 marks	40 marks

03. Conducting Authority of the Examination : Commissioner General of Examinations.

04. Frequency at which the Examination is held : At least once a year

05. Syllabus of the Examination :

<i>Title of the Question Paper</i>	<i>Syllabus</i>
General Knowledge and Aptitude	It is hereby expected to gauge the candidates' power of reasoning and understanding by way assessing awareness and knowledge of the cultural, educational, scientific, political and economic aspects and other related matters of interest in the national, regional and global environment as well as in our own society and also to test their judgement and responsiveness concerning problems presented in a verbalized, statistical and illustrational context.
Comprehension and Case Study	It is hereby expected to assess the candidates' logical and imaginative power associated with the presentation, filing and expression of information and views on a given topic or theme and to gauge the ability of the candidates' understanding of a fairly complex paragraph or memorandum and to explain its core substance explicitly and correctly in their own words concisely. And in addition, the methodology used by the candidates to address a particular issue in a given situation is also tested.
Elements of Education	It is hereby expected to assess the candidates' understanding of the areas in relation to Philosophy of Education, Sociology of Education, Role of the Teacher, Elements of Education and Current Issues, Educational Planning and Management, Educational Evaluation, Strategies of learning and Teaching, Educational Technology and Educational Research.

SCHEDULE V

Marking Scheme for Appointment to Posts enumerated in 11.2.2 of the Service Minute of the Sri Lanka Teacher Educators Service

<i>Criteria of Assigning Marks</i>	<i>Maximum Marks</i>	<i>Passable Marks</i>
1. Service Experience Five (05) marks each for every year of active and satisfactory service in Grade I of the Sri Lanka Teacher Educators Service	50	35
2. Additional Educational Qualifications	12	
3. Proficiency in the Link Language	06	
4. ICT Skills	02	
5. Extra Curricular Activities and Achievements	20	
6. Research and Publications	05	
7. Skill shown in the Interview	05	
Total Marks	100	

Note :

1. Recruitment of candidates will be made from among those who obtained highest marks at the structured interview according to existing vacancies.
2. The Appointing Authority shall, within the maximum marks assigned for the thrust areas for which marks are awarded as per above Table, approve a detailed marking scheme for each structured interview.

SCHEDULE VI

Approved Posts of the Sri Lanka Teacher Educators Service and Duties Assigned

<i>Sri. No.</i>	<i>Approved Posts</i>	<i>Duties</i>
01	President of the National Colleges of Education	Directing the functions of administration, finance and education at the National College of Education, Assuming responsibility of a Head of Department of "A" Grade
02.	Principal of Teacher Training Colleges	Administration, organization, direction and supervision in the Teacher Training College.
03.	Vice President of the National Colleges of Education	<p>i. Organization, direction, supervision and evaluation having designed the administrative and financial matters, keeping related records and attending to duties assigned by the President of College.</p> <p>ii. Designing, organization, direction, supervision, evaluation and quality assurance of educational matters, maintenance of evaluation reports of the teacher trainees, preparation of final results sheets of the trainees and the duties assigned by the President of College.</p> <p>iii. Designing, organization, direction and supervision of the regular teacher educational activities, keeping evaluation reports, preparation of certificates and duties assigned by the President of College.</p>

<i>Sri. No.</i>	<i>Approved Posts</i>	<i>Duties</i>
04.	Deputy Principal of Teacher Training Colleges	Assisting in the administration of the Teacher Training College under the control and supervision of the Principal of Teacher Training College.
05.	Coordinating Lecturer	<p>i. Coordination work of the Administration Division of the National College of Education and duties assigned by the President of College.</p> <p>ii. Coordination of the educational activities of the College of Education and duties assigned by the President of College.</p>
06.	Senior Lecturer	Studying the learning and teaching process and subject related activities, designing and implementing the practical and internship educational activities of the teacher trainees of the College of Education, engaging in the supervision and evaluation work and attending to duties assigned by the President of College and the Principal of Teacher Training College.
07.	Manager of Teacher Centres	Holding the responsibility of the educational and administrative matters of the Teacher Centre and attending to duties assigned by the Head of Department.
08.	Lecturer	Studying the learning and teaching process and subject related activities, designing and implementing the practical and internship educational activities of the teacher trainees of the College of Education, engaging in the supervision and evaluation work and attending to duties assigned by the President of College and the Principal of Teacher Training Colleges and the Manager of Teacher Centres.

SCHEDULE - VII

1. Special Education

- i. Possession of a postgraduate degree with the subject Special Education from a recognized university and five years' experience in teaching the relevant subject area full-time ; or
- ii. Possession of a degree from a recognized university with a postgraduate diploma in the relevant discipline or National Diploma Teaching Special Education, or Trained Teacher's Certificate in Special Education, and six years' experience in teaching the relevant subject area full-time ; or
- iii. Possession of a degree from a recognized university in the relevant discipline and seven years' teaching experience ; or
- iv. National Teaching Diploma in Special Education or Trained Teacher's Certificate in the relevant subject area with not less than seven years' teaching experience.

2. Information Technology

- i. Possession of a degree in Information Technology/Information Communication Technology/Computer Science with First Class or Second Class, from a recognized university ; or

- ii. Possession of a degree in information Technology/Information Communication Technology/Computer Science from a recognized university, and a postgraduate degree in the relevant discipline ; or
- iii. Possession of a degree in Information Technology/Information Communication Technology/Computer Science from a recognized university or possession of a degree with Information Communication Technology as a major subject from a recognized university and a postgraduate diploma in Information Communication Technology and completion of not less than five years' continuous service as a teacher of Information Communication Technology ; or
- iv. Possession of a degree in Information Technology/Information Communication Technology /Computer Science from a recognized university or possession of a degree with Information Technology/Information Communication Technology/Computer Science as a major subject from a recognized university and National Diploma in Teaching Information Communication Technology and completion of not less than five years' continuous service as a teacher of Information Communication Technology ; or
- v. Possession of a degree in any discipline from a recognized university and a postgraduate diploma in Information Communication Technology and completion of not less than six years' continuous service as a teacher of Information Communication Technology ; or
- vi. Possession of a degree in Information Technology/Information Communication Technology/Computer Science from a recognized university and completion of not less than seven years' continuous service as a teacher of Information Communication Technology.

3. Western Music

- i. Possession of a degree in the relevant discipline from a recognized university and not less than seven years' teaching experience ; or
- ii. Possession of a degree from a recognized university and the National Diploma in Teaching or Trained Teachers' Certificate in the relevant subject area and not less than seven years' teaching experience ; or
- iii. National Diploma in Teaching Western Music or Trained Teacher's Certificate in Western Music and not less than seven years' post qualification teaching experience ; or
- iv. Possession of a Diploma in the relevant discipline conducted by Department of Examination and not less than ten years' teaching experience ; or
- v. Possession of a pass grade in Practical and Written tests of Western Music Grade viii Examination, conducted by one of the following institutions, and not less than seven years' teaching experience ;
 - a) Department of Examinations, Sri Lanka
 - b) Trinity College of Music, London
 - c) Royal School of Music, London
 - d) London College of Music
 - e) Institute of Western Music and Speech, Colombo

4. English

- i. Possession of a degree from a recognized university and postgraduate diploma in Teaching English as a Second Language along with six years' teaching experience ; or
- ii. Possession of National Diploma in Teaching English or English Trained Teacher's Certificate with not less than seven years' post qualification teaching experience.

5. Physical Education

- i. Possession of a degree in Physical Education from a recognized university and not less than seven years' teaching experience ; or
- ii. Possession of a Diploma in Physical Education and Sports from a recognized university or the Ministry of Sports and the National Diploma in Teaching Physical Education and Sports or Trained Teacher's Certificate in Physical Education and Sports, and not less than six years' post qualification teaching experience ; or
- iii. Possession of a degree in any discipline from a recognized university and a postgraduate degree in Physical Education along with six years' teaching experience of Physical Education ; or
- iv. Possession of a degree in any discipline from a recognized university and the National Diploma in Teaching Physical Education or Trained Teacher's Certificate in Physical Education with not less than six years' post qualification teaching experience.

6. Technology Subjects

- i. Construction Technology
- ii. Mechanical Technology
- iii. Arts and Crafts
- iv. Electric and Electronic Technology
- v. Home Economics
 - i. Possession of a degree in the relevant discipline from a recognized university and not less than seven years' teaching experience ; or
 - ii. Possession of the National Diploma in Teaching of the relevant subject or Trained Teacher's Certificate, along with not less than seven years' teaching experience ; or
 - iii. Possession of a degree from a recognized university and the National Diploma in Teaching of the relevant subject or Trained Teacher's Certificate, along with not less than six years' teaching experience ; or
 - iv. Possession of the National Diploma in Teaching of the relevant subject or Trained Teachers' Certificate, along with not less than six years' teaching experience and any one of the following certificates :
 - a. Higher National Diploma in Technology or Higher National Certificate in Technology
 - b. National Diploma in Technology or National Certificate in Technology
 - c. Certificate of Diploma issued by a Technical College or a Polytechnic Institute, for a course which is not less than one year's duration
 - d. City and Guilds Certificate I, II or III
 - e. A Technology Certificate at NVQ – V level

SCHEDULE VIII

English Language Examination

* Scheme of Evaluation : Written Examination Marks : 100 Duration : 2 hrs.

* At least 40% marks should be obtained to secure a pass in this question paper

Content :

English Grammer

A suitable level of proficiency on the following forms of grammar in the spoken and the written language is expected from the candidate.

- Tense and Number
- Sentences (Simple / Compound /Complex / Compound Complex)
- Relative Clauses
- Reported Speech
- Adjectives and Adverbs
- Determiners
- Prepositions

Writing Skills

The knowledge on the modern formats and styles of writing is tested in this area of study.

- Essay writing
- Summary writing skills
- Report writing skills
- Letter writing

Reading Skills

Candidate's ability to comprehend a printed text, infer meaning and written interpretation is expected.

- Reading and understanding the specific and general meaning of a printed text
- Reading and Interpretation (written)

14. Date on which the other official language was passed or exempted from the requirement of being passed:
.....
Ref. No. & date of such letter:.....
15. No pay leave **has been** / **has not been** availed in this Service. (Indicate the dates, if any) :.....
16. Date on which the link language was passed or exempted from the requirement of being passed :
.....
Ref. No. & date of such letter:.....
17. Date on which the Capacity Building Training Course 01 was successfully followed and completed:.....
.....

I request that I be promoted to Grade II of the Sri Lanka Teacher Educators Service, with effect from

Date :.....

.....
Signature of Candidate.

PART II

Chief Commissioner of National Colleges of Education ,

The above information of Mr./Mrs./Msof Grade III of the Sri Lanka Teacher Educators Service is correct.

- (i) Has completed / *Has not completed ten (10) years of active service.
- (ii) Has shown / *Has not shown a performance of satisfactory or higher level right throughout the period of ten (10) years immediately preceding the promotion.
- (iii) Has not availed / Has availed half pay / *no pay leave during the said period of ten years.
- (iv) Has not subjected / *Has subjected to punishments other than warning during the said period.
- (v) No disciplinary action pending / *Disciplinary action pending against the officer.
- (vi) All salary increments due for the period concerned have been earned / *have not been earned.
- (vii) Has been confirmed in the appointment from..... / Has not been confirmed in the appointment.
- (viii) Has passed / Has not passed the 1st Efficiency Bar Examination.
- (ix) Has completed / Has not completed the requirement of securing a pass in the second language.
- (x) Has completed / Has not completed the requirement of securing a pass in the link language.
- (xi) Has completed / Has not completed the Capacity Building Training Course 1.

(*If not posses those requirements attach details)

I recommend / do not recommend the promotion of the officer, from (date) to Grade II of the Sri Lanka Teacher Educators Service.

Date :.....

.....
President of the College of Education /
Zonal Director of Education

Secretary,
Ministry of Education.

I recommend /do not recommend the promotion of the officer in Grade III of the Sri Lanka Teacher Educators Service to Grade II of the Service with effect from.....

Date :.....

.....
Chief Commissioner of National
Colleges of Education

SCHEDULE - X

SPECIMEN APPLICATION FORM

Promotion of officers in Grade II of the Sri Lanka Teacher Educators Service to Grade I

Part I

1. (a) Name with initials: Mr. / Mrs. / Ms :.....
(b) Names denoted by initials :.....
(c) Name previously used following the change of any names :.....
(Applicable only if any)
2. Date of birth :.....
3. National Identity Card No. :.....
4. Private address :.....
5. Telephone / E-mail :.....
6. Institute serving as at present :.....
7. Position held as at present :.....
8. Date of promotion to Grade II of the Sri Lanka Teacher Educators Service :.....
9. No. and date of the letter of promotion to Grade II of the Sri Lanka Teacher Education Service :.....

10. Date of confirmation in the 1st appointment :.....
11. Date on which the Capacity Building Training Course 2 was completed :.....
12. Date on which the 2nd E.B. was passed and the Index No. concerned:
13. Date of completion of seven (07) years in Grade II of the Service:.....
14. Level of performance shown during the seven (07) years immediately preceding the promotion:.....

<i>Year</i>	<i>Level of performance</i>

15. Title and the date of validity of the Post Graduate Degree referred to in I of 10.2.I(i) of the Service Minute of the Sri Lanka Teacher Educators Service:

I request that I be promoted to Grade I of the Sri Lanka Teacher Educators Service, with effect from

Date :.....

.....
Signature of Candidate.

PART II

Chief Commissioner of National Colleges of Education,

The above information of Mr./Mrs./Ms of Grade II of the Sri Lanka Teacher Educators Service is correct.

- i. Has completed / *Has not completed seven (07) years of active service.
- ii. Has shown / *Has not shown a performance of satisfactory or higher level right throughout the period of seven (07) years immediately preceding the promotion.
- iii. Has not availed / *Has availed half pay / no pay leave during the said period of seven (07) years.
- iv. Has not subjected / *Has subjected to punishments other than warning during the said period.
- v. No disciplinary action pending / *Disciplinary action pending against the officer.
- vi. All salary increments due for the period concerned have been earned / *have not been earned.
- vii. Has been confirmed in the appointment from/ Has not been confirmed in the appointment.
- viii. Has completed / Has not completed the Capacity Building Training Course 2.
- ix. Has passed / Has not passed the 2nd Efficiency Bar Examination.

- x. Has obtained / Has not obtained the Post Graduate Degree referred to in I of 10.2.1 of the Service Minute of the Sri Lanka Teacher Educators Service.

(*If not posses those requirements attach details)

I recommend / do not recommend the promotion of the officer, from (date), to Grade I of the Sri Lanka Teacher Educators Service.

Date :.....

.....
President of the College of Education /
Zonal Director of Education

Secretary,
Ministry of Education.

I recommend /do not recommend the promotion of the officer in Grade II of the Sri Lanka Teacher Educators Service to Grade I of the Service with effect from.....

Date :.....

.....
Chief Commissioner of National Colleges of Education.

SCHEDULE XI

Composition of the Capacity Building Course 01

1. Management
2. Financial Regulations
3. Planning
4. Leadership
5. Interpersonal Relations
6. Professional Conduct
7. Productivity Techniques and Quality
8. Presentation Techniques
9. Human Resource Management
10. Methods of Educational Research
11. New Subject related Knowledge
12. New Educational Concepts
13. Information and Communication Technology and e-Government
14. English for Executive Managers
15. Personality Development

SCHEDULE XII

Composition of the Capacity Building Course 02

01. Conflict Management
02. Disaster Management
03. Psychological Elements
04. Financial Management and Balancing of Budget Summaries
05. Tender Procedure of Financial Regulations incidental thereto
06. Volume II of the Establishment Code
07. Balanced Score Card System
08. Methods of Educational Research
09. New Educational Concepts
10. Information and Communication Technology and e-Government
11. English for Executive Managers
12. Personality Development
13. Change Management
14. Business Process Re-engineering

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