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**The Gazette of the Democratic Socialist Republic of Sri Lanka**

**EXTRAORDINARY**

අංක 2182/36 – 2020 ජූලි මස 01 වැනි බදාදා – 2020.07.01

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## **PART I : SECTION (I) – GENERAL**

### **Government Notifications**

#### **SERVICE MINUTE OF THE TEACHER ADVISORS SERVICE**

THE Service Minute of the Teacher Advisors Service approved by the Public Service Commission on 22.08.2019 is set out hereunder.

By order of the Public Service Commission,

Secretary,

Public Service Commission.

01st of July, 2020.



**01. Effective Date**

This Service Minute shall come into force with effect from 01.07.2020

**02. Appointing Authority**

Secretary of the Ministry of Education on whom the powers have been delegated by the Public Service Commission.

**03. Category/Categories of Service**

3.1 Category of Service: Teacher Advisors Service

3.2 Grades

Class 2

Class 1

**04. General role of the service**

Orientation of Teachers in relation to syllabuses and textbooks acting as specialists in the relevant subject in the Education Zone / Division under the purview of the Line and Provincial Education Ministries in conformity to the National Education Policy, implementation of tasks necessary to train Teachers identifying the teacher training needs of the zone, active contribution in the process of national research and evaluation work and facilitation towards the enhancement of the education standards as regards their subjects in the Division / Zone.

**05. Salary**

5.1. Salary Code

GE.3-2016

5.2. Salary Scale

Rs. 34,615 - 3x680-7x 1,335 -20x 1,400=74,000

5.3 Classes and Salary applicable

<i>Class</i>	<i>Salary Step</i>	<i>Initial salary</i>
Class 2	Step 1	Rs. 34,615
Class 1	Step 11	Rs. 46,000

**06. Posts associated with the Service**

6.1.

<i>Approved titles of the post</i>	<i>Grade</i>	<i>Approved number of posts</i>
Teacher Advisor	II/I	4471

*Note:* The particulars of approved cadre according to each subject and province have been included under Schedule "A".

6.2. Consolidated number of officers - 4471

Grade II and I in its entirety are considered as belonging to the consolidated number of officers for the purpose of Grade to Grade Promotion.

6.3. Nature of the Posts - Permanent and Pensionable

(Subject to the policy decision made by the government in future on the pension scheme)

**07. Method of Recruitment**

**7.1. Percentage of Recruitment**

<i>Stream</i>	<i>Percentage</i>
Open	Not applicable
Limited	100%
Merit	Not applicable

**7.2. Limited Recruitment**

7.2.1. Grade at recruitment

Class 2 of the Teacher Advisors Service

7.2.2. Qualifications

Teachers confirmed in service serving in Class 1 or Class 2-1 of the Sri Lanka Teachers Service in government schools and have possessed following qualifications are qualified to sit for the limited competitive examination.

**7.2.2.1. Educational and Professional Qualifications**

- I. Should be a teacher with a degree in the prescribed discipline from a University recognized by the University Grants Commission or from the National Institute of Education.

*or*

II. Should be a teacher with the Teacher Training Certificate in the prescribed discipline or the Diploma in Pedagogy in the prescribed discipline.

*or*

III. Should be a teacher with the qualifications set out in Schedule "B" under the relevant subject.

The educational and professional qualifications relating to each subject are included in Schedule "B".

7.2.2.2. Experience - Should be with experience not less than 10 years in teaching the related subject as a teacher in the Sri Lanka Teachers Service.

7.2.2.3. Physical fitness - Every candidate should be physically and mentally fit to perform duties in any part of Island.

7.2.2.4. Others

I. Should have been confirmed in the post

II. No disciplinary punishment has been imposed in terms of the Public Service Commission Circular No. 01/2020

III. The maximum sittings of appearance for the competitive examination held for recruitment to the Teacher Advisors Service are 03.

IV. Should have completed all the qualifications that are necessary to sit for the competitive examination for recruitment to the Teacher Advisors Service as at the specific date required by the *Gazette* Notification.

### 7.2.3. Age

7.2.3.1 - Minimum limit - Not applicable

7.2.3.2 - Maximum limit - 50 years

### 7.2.4. Method of Recruitment

#### 7.2.4.1. Written Examination

<i>Subjects</i>	<i>Maximum Marks</i>	<i>Pass Mark</i>
1. Practical Education Psychology, Education Management, A case study on modern education practices	100	40%
2. Proficiency in the area of subject	100	40%

7.2.4.1.1. Authority conducting the Examination – Commissioner General of Examinations or an Institution designated by the Secretary of the Ministry of Education.

7.2.4.2. Professional test - Not applicable

7.2.4.3. General Interview - Not applicable

7.2.4.4. Interview for evaluating eligibility

<i>Main Headings for which marks are awarded</i>	<i>Maximum Marks</i>	<i>Minimum marks considered for selection</i>
<b>Part I</b>		
1. Additional educational qualifications	15	} Not applicable
2. Experience in teaching	15	
3. Proficiency in English Language	10	
4. ICT skill	10	
<b>Part II – Practical test</b>		
1. Practical skill of teaching Learning / teaching methods	100	60

*Note :*

- The detailed marking scheme approved by the Secretary of the Ministry of Education for each interview for evaluating eligibility within the maximum marks allocated for the main areas for which marks are awarded as shown in the table above will be included and published in the notice calling for applications.
- Twice the number of vacancies according to the order of merit of marks secured by the candidates at the written examination and number of existing vacancies are called for the interview for evaluating eligibility and a practical test will be held for all such candidates by an Examination Board approved by the Secretary. Basic qualifications will be examined at the very same interview for evaluating eligibility.
- The candidates who have obtained minimum marks required to pass the practical test will be appointed to the post of Teacher Advisor by the Secretary of the Ministry of Education according to the order of merit of marks secured at the written examination and the interview for evaluating eligibility.

7.2.4.4.1. Authority appointing the Board of the Interview for Evaluating Eligibility – Secretary of the Ministry of Education.

7.2.5. Method of inviting applications – Applications will be invited by publishing notices in the *government gazette* or in mass media or through official website.

**08. Efficiency Bar**

8.1

<i>Which of the Efficiency Bar</i>	<i>Before how many years the Efficiency Bar to be passed</i>	<i>Nature of the Efficiency Bar Written Examination/Professional Examination/Certificate Course/Other</i>
1st Efficiency Bar	Prior to lapse of five years (05) from the recruitment to Class 2 of the Teacher Advisors Service	Research Paper (Refer Appendix "B")

8.2. Frequency at which the Efficiency Bar Examination is conducted- Twice a year

8.3. The Authority conducting the examination relevant to the Efficiency Bars-

1st Efficiency Bar: The Secretary of the Ministry of Education

**09. Language Proficiency**

9.1.

<i>Language</i>	<i>Proficiency to be acquired</i>
Official language	An officer appointed the service through a language other than an official language should acquire the proficiency in one official language prior to the confirmation in the post.
Other official language	Should acquire the language proficiency at the prescribed level in terms of the provisions of the Public Administration Circular No.01/2014 and Circulars incidental thereto.
Link Language	All officers in the service should acquire proficiency in link language, English, within a period of three (03) years from the date of recruitment. Where an officer has gained a credit or higher pass for English Language in the G. C. E. (O/L) Examination, he is exempted from the requirement of being passed the English Language test. Other officers should pass the test given in Appendix "C" hereof.

**10. Grade Promotion**

10.1. Promotion to Class I from Class II of the service

10.1.1. Requirements to be fulfilled

- I. Should have completed minimum of a ten (10) year period of active service in Class 2 of the service as at the date qualifying for promotion and earned ten (10) salary increments.

- II. Should have passed the first efficiency bar examination on the prescribed date.
- III. Should have demonstrated a performance at satisfactory or higher level during a period of ten (10) years immediately preceding the date of promotion in accordance with the approved procedure of the performance appraisal.
- IV. No disciplinary punishment has been imposed in terms of the Public Service Commission Circular No. 01/2020.
- V. Should have acquired the proficiency in Link Language.
- VI. Should have acquired the proficiency in other official language or been exempted therefrom.

#### 10.1.2. Method of Promotion

When the officers who have fulfilled qualifications make a request to the Appointing Authority, promotion to Class I will be made with effect from the date on which they fulfil such qualifications after the scrutiny of their qualifications by the Appointing Authority. The form of application is given in Appendix “E”.

### 11. Appointment to the posts

The Secretary of the Ministry of Education, in accordance with the number of posts approved for each province, will release the officers of the Teacher Advisors Service to the posts in the Provincial Public Service with the concurrence of the Provincial Education Authorities. The placement of officers in the Provincial Public Service and making transfers are handled by the Provincial Education Authority.

### 12. Conditions governing in the service

- 12.1. The apprentice officers recruited to the service following the completion of the induction training conducted in an institution decided by the Secretary of the Ministry of Education should obtain the certificate concerned. Those officers who fail to complete the induction training will be reverted to their former posts or their service will be terminated.
- 12.2. Every officer recruited following an acting period of one year will be confirmed in service subject to the provisions in 12.1 above, the provisions of the Establishments Code and the Procedural Rules of the Public Service Commission.

### 13. Definitions

- 13.1. “Minute” means the Service Minute of the Sri Lanka Teacher Advisors Service.
- 13.2. “Commission” means the Public Service Commission appointed in terms of the provisions of Article 54 of the Constitution of the Democratic Socialist Republic of Sri Lanka
- 13.3. “Service” means the Sri Lanka Teacher Advisors Service unless specified otherwise.
- 13.4. “Ministry” means the Line Ministry in charge of the general subject of Education
- 13.5. “Provincial Education Authority” means the Provincial Public Service Commission to whom the powers have been delegated by the Provincial Governor or an officer over whom the powers have been delegated by the respective Provincial Governor.

**14.****14.1. Absorption to the Grade System**

This Service Minute is applicable only to those who are in service as at the effective date thereof. All officers drawing salaries under the Salary Scale of GE-01 or GE-02 on the due date as per the Public Administration Circular No. 02/2006 and Circulars incidental thereto are absorbed subject to the provisions in Section 04 of Chapter VII of the Establishments Code as follows.

The period of service is computed based on the date of appointment to the post of Teacher Advisor. However, there should be no change in the date of salary increment of the officer concerned due to the reason of absorption and the said date should be in force unchanged as the date of salary increment that existed prior to the absorption. Furthermore, the officer concerned should not be placed in the next higher salary step in terms of Section 4.4 of Chapter VII of the Establishments Code on his last drawing salary step being in correspondence with the new salary step in the conversion.

**(i) GE-03 – Grade I**

(a) Teachers with an active and satisfactory period of service not less than twenty (20) years in the Sri Lanka Teacher Service and those who have been duly appointed to attend to the duties of the post of Teacher Advisor by the Provincial Director of Education or Secretary of the Provincial Ministry of Education or Provincial Public Service Commission having not less than ten (10) years of service in the said post will be absorbed in to the Grade I of the Teacher Advisors Service.

(b) The period of service with experience in the post of Teacher Advisor will be reckoned as a period of service in Grade II from the date on which the officers absorbed into Grade I of the Teacher Advisors Service complete an active and satisfactory period of service of twenty (20) years in the Sri Lanka Teachers Service or the date on which they complete the experience in service of ten (10) years on being duly appointed to attend to the duties relating to the post of Teacher Advisor, whichever comes later.

**(ii) GE-03 – Grade II**

(a) Teachers who have not completed the qualification in Sub Sections above having not less than ten (10) years of active and satisfactory period of service in the Sri Lanka Teachers Service and who have been duly appointed by the Provincial Director of Education or secretary of Provincial Ministry of Education or Provincial Public Service Commission will be absorbed into Grade II of the Teacher Advisors Service.

(b) The period of active and satisfactory service with experience in the post of Teacher Advisor will be reckoned as a period of service in Grade II from the date on which the officers absorbed into Grade II of the Teacher Advisors Service have been duly appointed to attend to the duties relating to the post of Teacher Advisors or the date on which they complete an active and satisfactory period of service of ten (10) years in the Sri Lanka Teachers Service, whichever comes later.

**14.2. Conditions of absorption**

All officers who are absorbed into the Service should complete the first Efficiency Bar Examination stated in 8.1 and the requirement of Link Language stated in 9.1 within a period of five (05) years from the effective date of the Service Minute.

14.3. The teachers who have been duly appointed to attend to duties relating to the post of Teacher Advisor by the Provincial Director of Education or the Secretary of the Provincial Ministry of Education or Chief Provincial Secretary or the Provincial Public Service Commission should express their willingness for absorption subject to the conditions set out in the Service Minute of Teacher Advisors service within a period of six (06) months from the effective date of this Service Minute. The secretary of the Ministry of Education will issue a notice with application to express such willingness subsequent to publishing this Service Minute.



15. In addition to the provisions in this Minute, all officers of this Service will be subject to the provisions of the Establishments Code and the Procedural Rules of the Public Service Commission published in the *Gazette Extraordinary* No.1589/30 dated 20.02.2009 of the Democratic Socialist Republic of Sri Lanka.
16. Any matter not provide for in this Service Minute shall be decided by the Public Service Commission on the recommendation of the Secretary of the Ministry of Education.
17. Interim proposals - Not applicable

### Appendix "A"

Particulars on the competitive examination for the recruitment of officers to the Class 2 of the Teacher Advisors Service

01. **Written Examination.**— Written examination will consist of following question papers:

<i>Subject</i>	<i>Duration</i>	<i>Marks</i>
01. Practical Education Psychology, Education Management, A case study on modern education practices	2 Hours	100
02. Proficiency in related area of subject	2 Hours	100

02. **Syllabus**

- 02.1. Practical Education Psychology, Education Management, A case study on modern education practices (Duration - 2 hours)

Answers to questions synchronous to short questions in line with following case study areas should be furnished in the accompaniment of collateral concomitance of education curricular alongside the candidate's creative skills based on his practical experiences as a Teacher Advisor, not merely on his theoretical knowledge:

- I. Distinguishing of Management Concepts and Five pronged roles of Education Management,
- II. Processes of Learning, Teaching and Evaluation and Supervision, role of teacher in above process and the importance of education for everybody,
- III. Students with special needs and resolution of practical class room issues,  
*Eg :-* Class room management, ways of achieving optimum productivity from minimum of resources,
- IV. Organization and implementation of activities associated with subjects,
- V. Methods of teacher skill evaluation,
- VI. Principles of supervision, ways of supervision, problems confronted and solutions thereto,
- VII. Nature of school curriculum, The manner in which the school can be affiliated by the curriculum and how to bring about professional trend,
- VIII. Approaches to varied education researches, data collection methods and analyses.

02.2. Proficiency in related area of subject

Application of the methodologies of Learning, Teaching and Evaluation and equipments in the class room will be examined.

03.

03.1. This examination will be held in the medium of Sinhala and Tamil.

03.2. A candidate may sit for the examination in one medium of Language of his preference (Change of the medium indicated in the application will not be allowed after indicating it in the application.)

04. Authority Conducting the Examination - Commissioner General of Examinations.

05. The heading for which marks are awarded at the practical test for examining the practical skill in teaching (Methodologies and Techniques of Learning / Teaching) during the interview for evaluating eligibility.)

<i>Main criteria for which marks are awarded</i>	<i>Maximum Marks</i>	<i>Minimum marks for selection</i>
1. Formal preparation note	10	60
2. Presentation	10	
2.1. Approach	10	
2.2. Content of Subject (Relevance to the topic)	10	
2.3. Lesson Development	10	
2.4. Use of Equipments	10	
2.5. Review and Evaluation	10	
2.6. Onward Feedback	10	
2.7. Time Management	10	
2.8. Class Room Management	10	

### Appendix "B"

Particulars of the Efficiency Bar Examination passable by the officers in Class 2 of the Sri Lanka Teacher Advisors Service

#### 01. Research Thesis

1.1. All Teacher Advisors recruited to or absorbed into the service should submit a research paper on a proposal/ issue with relevance to the education development based on their Education Zone / Division/ School to a Committee appointed by the Provincial Director of Education.

1.2. The Secretary of the Ministry of Education should prepare and publish the criteria pertaining to the research paper for information of all officers.

1.3. The fact that the relevant Teacher Advisor has fulfilled the requirement relating to the research paper will be accepted only after the issuance of a letter of acceptance by a Committee appointed by the Provincial Director of Education following its assessment thereon in accordance with the respective criteria.

**Appendix "C"**

English Language Test for the Teacher Advisors Service

01. English Language Test for the Teacher Advisors Service will consist of one question paper.
  1. English - 100 marks
02. For this question paper, minimum of 40% marks should be obtained for a pass.
03. Syllabus
  - i. General English - Duration 03 hours

Suitable level of proficiency on the following forms of grammar in the written language is expected from the candidate.

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

The knowledge on the modern formats and styles of writing is tested in following areas of study.

- Summary writing
- Report writing
- Essay writing



13. Date on which the second Language was passed or the date of exemption from the requirement of being passed the Second Language, reference No. and date of the relevant letter :

.....  
 .....

14. Date on which the Link Language was passed or the date of exemption from the requirement of being passed the Link Language, reference No. and date of the relevant letter:

.....  
 .....

I certify that the information furnished by me in this application is true and correct. I agree that I am liable to be disqualified if any information given herein is found to be false or erroneous before the promotion and that the promotion is liable to be revoked if detected after the promotion. I request that I be promoted to Class I of the Sri Lanka Teacher Advisors Service with effect from .....

Date :.....

.....

Signature of the Applicant.

**PART 2**

Provincial Director of Education,.....

The above particulars of Mr./Mrs./Ms. .... are correct.

- i. Has completed / Has not completed an active period of service of ten (10) years in Class II
- ii. Has shown / Has not shown a performance at satisfactory or higher level during the period of five (05) years immediately preceding the promotion.
- iii. Has availed / Has not availed / no- pay leave during such period of five (05) years.
- iv. Has been subjected / Has not been subjected to punishments other than a warning during such period.
- v. Disciplinary action against the officer is pending/ is not pending
- vi. Has earned/ Has not earned all salary increments due for the period concerned
- vii. Has been confirmed / Has not been confirmed in the appointment from .....
- viii. Has passed/Has not passed the 1<sup>st</sup> Efficiency Bar Examination.
- ix. Has fulfilled/ Has not fulfilled the requirement of securing a pass in the Second Language
- x. Has fulfilled/ Has not fulfilled the requirement of securing a pass in Link Language

I recommend /do not recommend the promotion of this officer to the Class I with effect from.....

Date :.....

.....

Zonal Director of Education.

I recommend /do not recommend the promotion of this officer to the Class I with effect from.....

Date :.....

.....

Provincial Director of Education.

Secretary,

Ministry of Education.

I recommend /do not recommend the promotion of this officer to the Class I with effect from.....

Date :.....

.....

Provincial Secretary of Education

#### SCHEDULE A

**Table 01 – Province-wise requirement of Teacher Advisors for the proposed Teacher Advisors Service**

<i>Province</i>	<i>Approved number of Sinhala Medium Teacher Advisors</i>	<i>Approved number of Tamil Medium Teacher Advisors</i>	<i>Total</i>
Western	746	69	815
Central	414	222	636
Southern	505	05	510
Northern	05	377	382
Eastern	96	370	466
North Western	466	74	540
North Central	282	22	304
Uva	290	71	361
Sabaragamuwa	384	73	457
<b>Total</b>	<b>3188</b>	<b>1283</b>	<b>4471</b>

**Table 02 – Teacher Advisors required for the proposed Teacher Advisors Service (According to Subjects) (by subjects)**

Serial No.	Subject	No. of proposed TeacherAdvisors
1	Primary	1358
2	English	428
3	Science	267
4	Mathematics	267
5	Mother Tongue	253
6	Second Language	119
7	History	164
8	Physical Education	168
9	Information Technology	146
10	Bilingual Education	108
11	Guidance	75
12	Teacher Librarian	34
13	Arts	88
14	Oriental Dancing /Bharatha Nattiyam	72
15	Music (Oriental / Western / Karnataka)	65
16	Drama and Performing Arts	110
17	Geography	89
18	Civic Education	43
19	Commerce and Accounting	23
20	Technology	45
21	Agriculture	92
22	Home Economics	70
23	Special Education /Non-formal Education	80
24	Buddhism	135
25	Catholicism	38
26	Christianity	14
27	Islam	28
28	Hinduism	92
	Total	4471

## SCHEDULE B

**Educational and Professional Qualifications**

- I. First Degree in the relevant subject obtained from a University recognized by the University Grants Commission or from an institution recognized by the University Grants Commission as a degree awarding institution or from the National Institute of Education.

(The degree should be relevant to the subject applied for as regards the Teacher Advisors Service)

- II. Following qualifications are accepted for the subjects of Primary Education, Health and Physical Education, Design Technology, Arts and Crafts (Clay Craft and Handicrafts), Mechanical Technology, Construction Technology, Electrical and Electronic Technology, Textile Industry, Home Economics, Wood works, Metal works, Special Education and technical subjects introduced by the Ministry of Education from time to time.

01. Diploma in Professional Education not less than one year granted by a University recognized by the University Grants Commission or a degree awarding institute recognized by the University Grants Commission or the National Institute of Education or an institute recognized by the Secretary of the line Ministry in charge of the subject of Education.

In addition to the above technical subjects, recruitment qualifications in relation to other existing technical subjects or new technical subjects introduced by the Ministry of Education from time to time will be decided by the Secretary of the line Ministry in charge of the subject of Education.

02. Diploma in Teaching ( Colleges of Education)