

**Procedure of awarding marks for the Structured Interview to appoint Grade I Officers of the Sri Lanka Education Administrative Service to the Posts of Director of Education / Commissioner**

**01. Seniority**

**Maximum marks : 50**

(The marks will be awarded as the officers are entitled for the marks per year from the date of promotion to Grade-I of the Sri Lanka Education Administrative Service, the officer with highest service period in Grade I gets the total marks allocated as per Public Service Commission Circular No. 01/2019, and the other officers get the marks proportionally for their period of service in Grade I)

**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. Educational Qualifications**

**Maximum Marks : 15**

- |                                  |            |
|----------------------------------|------------|
| I. Doctor of Philosophy (PhD)    | - 15 Marks |
| II. Master of philosophy (MPhil) | - 12 Marks |
| III. Post Graduate Degree        | - 10 Marks |
| IV. Post Graduate Diploma        | - 07 Marks |
| V.                               |            |

(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, studied at a university / institute recognized by the University Grants Commission)

**3. Researches and Publications related to Education - Maximum Marks 10**

**3.1 Researches**

- i. Individual Research Reports - 05 Marks × 2
- ii. Group Research Reports - 03 Marks × 2

No marks are awarded for the researches / theses submitted for the Post Graduate Degree/ Post Graduate Diploma, and marks are awarded only for research reports submitted to a **Symposium** or published in a **Research Journal**.

3.2 Books and Magazines - 05 Marks × 2

(No marks are given for the text books and affiliated books thereof, and only the books and magazines; with an individual authorship, approved by the Educational Publications Advisory Board and marks will be considered for awarding marks.

- Marks will be given only for maximum two Researches and / or Books.

3.3 02 marks each; for a maximum of 05 marks, are given for reports and academic collections submitted for educational publications

**4. Knowledge on Computer Literacy**

(Practical use will be considered)

**Maximum Marks - 05**

**5. English Language Proficiency**

(Communication Skills will be considered)

**Maximum Marks - 05**

**6. Presentation**

**Maximum Marks-10**

Marks are given as follows for a presentation done by analyzing a case faced by you based on a preliminary incident that increases the quality and productivity in the education system while you are performing the duties and responsibilities at your institute (School/Ministry of Education/Provincial Department of Education/Zonal Education Office/Divisional Education Office)

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|---------------------------------------|-------------------|
| <b>I. Approach &amp; Introduction</b> | <b>- 02 Marks</b> |
| <b>II. Contents</b>                   | <b>- 02 Marks</b> |
| <b>III. Time Management</b>           | <b>- 02 Marks</b> |
| <b>IV. Way of Presentation</b>        | <b>- 02 Marks</b> |
| <b>V. Finishing &amp; Conclusion</b>  | <b>- 02 Marks</b> |

An oral presentation should be done for a timeframe of 05 minutes via Power Point Application or any other application by using a computer, and the hard copy of the case study you presented should be handed over to the Interview Board.

**9. Overall Skills shown at the Interview**

**Maximum Marks - 05**