

Department of Examinations, Sri Lanka.

Selection of Officers for the Training Pool of Co-ordinating Officers / Supervisors for the Institutional Examinations and School Examinations conducted by the Department of Examinations, Sri Lanka.

1. Applications are hereby invited from professionals of Sri Lanka Educational Administrative Service / Sri Lanka Principals Service / Sri Lanka Teachers Service who serve in Provincial / Zonal / Divisional Education Office or Government Schools at present for selection to the above training pool. Applications prepared by candidates using A4 size paper as per specimen appended, either computer printed or filled up with legible hand writing should be handed over to the Head of your Institution so as send it to reach the following address on or before **18th of February 2013**.

Commissioner General of Examinations,
Plan Implementation and Monitoring Branch
Department of Examinations,
P.O.box 1503, Colombo.

“Training Pool of Exam Administrative Staff” should be written on the top left hand corner of the envelope in which the application is enclosed.

2. Certified copies of the following documents should be sent along with the application.
 1. National Identity Card.
 2. Letter of first appointment.
 3. Letter of appointment relevant to the present post.
 4. The highest educational qualifications and professional qualifications obtained.
 5. Qualifications relevant to language ability.
3. The officers who intend to engage in the above examination duties should necessarily apply for this Training Pool since the appointments are to be done for the above mentioned posts of the School Examinations and Institutional Examinations that will be conducted in the future, from those who have been admitted and trained in this training pool. Accordingly, examination staff for all examinations scheduled to be held in the future will be appointed only from those who were trained in this training pool.
4. Training programmes on organization of examinations have been planned to be conducted at regional level for the officers who are selected based on qualifications. These training programmes will commence in March 2013. The dates and the venue of the training programmes will be informed in advance to the officers selected.
5. As Co – ordinating Officers should stay in the Co – ordinating center and engage in the service fully throughout 24 hours. Only male Officers who are willing to work full – time should apply for those posts.

6. Basic qualifications for applying:

6.1 Should not be an officer who is debarred from examination duties or suspended temporarily from examination duties.

6.2 Should not be an officer who has pending disciplinary action against him / her for any offence or a person who has been punished over a period of 5 years prior to 01/01/2013 due to a disciplinary action.

7. Educational and Professional qualifications :

7.1. for Co –ordinating Officers

7.1.1. Should be an Officer confirmed in service in a post of the Sri Lanka Educational Administrative Service / Sri Lanka Principals Service or a teacher who has completed 8 years of service in Class I of the Sri Lanka Teacher Service.

7.2 for Supervisors

7.2.1. Should be an officer of the Sri Lanka Educational Administrative Service / Sri Lanka Principals Service or a teacher of Class I of the Sri Lanka Teacher Service.

or

7.2.2. Should be a Graduate who has completed 3 years of service in a post of Class II –I / Class II –II of the Sri Lanka Teachers Service or a trained or a Diploma Holder in Teaching (NCOE) who has completed 5 years of service.

8. The decision of the Commissioner General of Examinations is the final in all matters related to the establishment of the training pool.

W.M.N.J. Pushpakumara.

Commissioner General of Examinations

Department of Examinations.

Pelawatte

Battaramulla

2013.01.28

Instructions to fill up the Application

1. State the post you apply for, by marking **✕** in the relevant cage. Only male officers who full fill the required qualifications can apply for the post of Co – ordinating Officers.
2. (a) Mark **✕** in the relevant cage against the title and write the name with initials in block capitals.
eg: A.B.C.PERERA.

(b) Write the names denoted by initials in block capitals. Keep a cage blank between two names.

(c) Write your full name in Sinhala / Tamil.

(g), (h), (i) When selecting the closest town and the town of your choice to serve ,select from the given list of towns. Complete in block capitals.
3. Write your official address and private address in block capitals. Keep a cage blank between two words.
4. Complete (a), (b) and (c) in block capitals.
5. Mention the highest educational qualifications you have obtained and attach a copy of it.
6. Mention the highest professional qualifications you have obtained and attach a copy of it.
7. (a) Write the relevant letter.
Sinhala – **S**, Tamil – **T**, English – **E**
(b) Mention your capability of working in other languages other than your mother tongue.If you know any other language in addition to Sinhala, Tamil and English, write the name of that language on the dotted line.
8. When completing (a) and (b) mention your experience in one or several of the following posts.
 1. Co – ordinating Officer
 2. Assistant Co – ordinating Officer
 3. Supervisor
 4. Assistant Supervisor (Permanent Invigilator)
 5. Evaluation Centre Supervisor.
 6. Evaluation Centre Assistant Supervisor.
 7. Regional Collecting Centre Supervisor.
 8. Regional Collecting Centre Assistant Supervisor.
(a) The following examinations are considered as School Examinations :
 1. G.C.E (O/L) Examination.
 2. G.C.E (A/L) Examination.
 3. Grade 5 Scholarship Examination.
 4. General Information Technology (GIT) Examination.

(b) The following examinations are considered as Other Examinations:

1. Local Examinations: Recruitment, Promotion, Efficiency Bar, Certificate Examinations (eg: Daham Pasal Final, National Colleges of Education Final) conducted by the Department of Examinations.
2. Foreign Examinations: Examinations conducted by the Department of Examinations on behalf of the foreign institutions or foreign Universities such as CIMA, CIM, ACS, NCC.

9. Mark your choice with ✕.

10. Mark ✕ in the relevant cage under (a), (b) and (c)

Complete No.1 to 10 of the application form correctly and hand it over to your Certifying Officer / Head of the Institution.

12. Certifying Officer:

- The Principal if you are a Teacher or a Deputy / Assistant Principal.
- The Zonal Director of Education if you are an In-Service Advisor or a Principal.
- The relevant Head of the Institution concerning the other officers.

Instructions to Certifying Officers / Heads of the Institutions:-

Complete the Confidential Recommendation under No 12 in the applications received by you. It is expected that you will provide professional recommendations with regard to each applicant. You are advised to schedule all the applications received and send them to the following address, by registered post.

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Plan Implementation and Monitoring Branch
Department of Examinations,
P.O.box 1503, Colombo.**