







06. Professional Qualifications :-

(Post Graduate Diploma / Diploma/ Teacher Training and Others)

Course	Institute	Medium	Year	Class or Merit pass (if obtained)

07. (a) The medium of language in which you perform duties at present :-

(b) Language ability (Capability of working in another language other than the mother tongue)

Write the correct letter in the relevant cage according to your ability

- A - Excellent
- B - Good
- C - Average
- D - Weak

Sinhala/ Tamil  
English  
Others.....

	Writing	Reading	Speaking

08. (a ) Experience in performing examination duties (School Examinations)

Serial No	Post (See Instructions given under no.8)	Examination	No. of times served	Year in which you served last

(b) Experience in performing examination duties (*Other Examinations*)

Serial No	Post (See Instructions given under no.8)	No. of years of Service		Year in which you served last
		Local Exams	Foreign Exams	

09. (Mark **X** in the relevant cage)

Category of Examinations you apply for. - School examinations.

Other examinations.

Both Examinations.

10. ( Mark **X** in the relevant cage)

- (a) Is there any disciplinary action taking place against you ?  
Yes  No
- (b) Are you an officer who has been debarred from examination duties or temporarily suspended?  
Yes  No
- (c) Whether you are a person who has been debarred from examinations in a pervious occasion / occasions whose period of punishment is over.  
Yes  No
- (d) If your answer is “yes” for (c) above, give details.....  
.....

11. Declaration of the applicant:

I do hereby declare that the above particulars are true and correct and I am not debarred or temporarily suspended from examination duties and there is no disciplinary action pending or I have not been punished for any disciplinary matter during the five years prior to 01/01/2013 and I am also aware that if it is revealed that I have furnished false information in this Application and have misled the Department of Examinations, I will be subjected to a disciplinary action.

If I am selected for the post applied, I agree to act so as to safeguard the dignity of the post, and to abide by the rules, regulations and traditions of the Department of Examinations and to comply with the Provisions of the Examination if appointed to a post of Co-Ordinating Officer / Assistant Co-Ordinating Officer, to stay in the relevant Co-Ordinating Center and work full – time. Act 25 of 1968 and to follow the instructions given by the Commissioner General of Examinations. Further, I agree to act upon the code of ethics that should be observed by the officers of the Examination Staff. In addition, each time I am assigned with an examination duty after the training, I agree to act in accordance with the rules and regulations which apply to the respective examination.

.....

Date

.....

Signature of applicant

12. Confidential Recommendation of the Certifying Officer :-

(Before completing, refer to the relevant paragraph of the instructions.)

(a) Your recommendation regarding this applicant:- (Write the correct letter in the relevant cage )

- A - Excellent
- B - Good
- C - Average
- D - Weak

- ❖ Performing of examination duties.
- ❖ Leadership and ability to lead a group.
- ❖ Ability to bear responsibilities.
- ❖ Dedication to duties.

(b) State clearly whether this applicant is suitable or not to be selected for the above mentioned training pool and mention any special observations if there are any. (If unsuitable, give reasons.)

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(c) I hereby certify that the details furnished from No 1 to No 10 are correct. I agree to release this applicant for examination duties.

Name of the Zonal Director of Education/ Head of the Institution /

Principal :.....

Signature :.....

Address :.....

Date :.....

(Official frank is compulsory )

13. After receiving applications, arrangements will be made to inform applications with a registered number. If you need to make an inquiry contact 0112785514 after 15/04/2013.