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**ප්‍රධාන ලේකම් කාර්යාලය - බස්නාහිර පළාත**  
**பிரதான செயலாளர் அலுவலகம் - மேல் மாகாணம்**  
**OFFICE OF THE CHIEF SECRETARY - WESTERN PROVINCE**



ISO/IEC: 17021  
QMS-001-01

204, ඩෙන්සිල් කොබ්බෑකඩුව මාවත, බත්තරමුල්ල.  
 204, டென்சில் கொப்பேகடுவ மாவத்தை. பத்தரமுல்ல.  
 204, Denzil Kobbekaduwa Mawatha, Battaramulla.

ප්‍රධාන ලේකම් } දුරකථන / தொலைபேசி / Telephone - 011 - 2092599  
 பிரதான செயலாளர் } மாவத்த / பேக்ஸ் / Fax - 011 - 2092601  
 Chief Secretary } இலே / மின்னஞ்சல் / E-mail - chiefsecretary@wpc.gov.lk } 011 - 2093000  
 } பொது தொலைபேசி / இலக்கம் / General Telephone }



මගේ අංකය  
எனது இலக்கம்  
My No.

CSWP/PTR/9-7/F1/6

ඔබේ අංකය  
உமது இலக்கம்  
Your No.

දිනය  
திகதி  
Date

04.07.2023

Secretary,  
Ministry of Education,  
Isurupaya

# Translation

Chief Secretary,  
North Western/ North Central/ Northern/Eastern/ Sabaragamuwa/ Uva/ Central/ Southern  
Province,

Secretary,  
Provincial Ministry of Education,  
Western Province

Calling Applications from the Grade I Officers of Sri Lanka Education Administrative Service for the post of Zonal Director of Education – Kelaniya functioning under the Ministry of Education, Cultural and Arts Affairs, Sports and Youth Affairs and Information Technology of Western Province

Applications are invited from qualified officers of Grade I of Sri Lanka Education Administrative Service for the post of Zonal Education Director of Kelaniya Zone, remaining vacant under the Ministry of Education, Cultural and Arts Affairs, Sports and Youth Affairs and Information Technology of Western Province.

Serial No.	Post	Approved Grade
01	Zonal Director of Education - Kelaniya	Grade I

## 02. Qualifications for Posts of Grade I –

- ❖ Being a Grade I officer of the Sri Lanka Education Administrative Service.
- ❖ The applicant should not have been subjected to any disciplinary sentence within the 05 years preceding to 19.07.2023, the date of closing application through online method and should have earned all salary increments within those 05 years.
- ❖ Every applicant should be of adequate mental and physical fitness to serve in the post.

අපරිපූර්ණ ප්‍රධාන ලේකම් Deputy Chief Secretary	සාමාන්‍ය Administration	සම්බන්ධතා Personnel & Training	ඉඩම් Finance	සැලසුම් Planning	ඉංජිනේරු Engineering	ප්‍රධාන අභ්‍යන්තර විභාග Chief Internal Auditor	
	Tel : 0112092606 Fax : 0112092609 dcsadmin@cs.wpc.gov.lk	Tel : 0112092631 Fax : 0112092647 dcspt@cs.wpc.gov.lk	Tel : 0112092640 Fax : 0112092636 dcsfinance@cs.wpc.gov.lk	Tel : 0112092532 Fax : 0112092533 dsplan@cs.wpc.gov.lk	Tel : 0112092501 Fax : 0112092505 dcs@eng.wpc.gov.lk	Tel : 0112092628 Fax : 0112092625 cia@cs.wpc.gov.lk	

03. **Method of Selection** -

The officers of Sri Lanka Education Administrative Service who have fulfilled the qualifications stated in section 02 above and forwarded their applications will be subjected to a structured interview conducted by an Interview Board appointed by the Chief Secretary of Western Province and will be given marks based on the seniority and merit and, the officer who scored the highest marks will be selected for the relevant post. (The Application and the marking scheme are attached herewith.)

04. The Officers should forward their applications with the recommendation of their Head of the Institution, Head of the Department and the Secretary to the Ministry.

05. Accordingly, having informed the Grade I Officers of Sri Lanka Education Administrative Service serving in your Ministry/ Department/ Zonal Education Office and Institutions functioning under them regarding this matter, the applications forwarded by them in compliance to the model application attached herewith should be emailed to **applicationptr@gmail.com on or before 19.07.2023** and inform them to send its hard copy to the address of “Chief Secretary, Chief Secretary’s Office, (Western Provincial Council), No.204, Denzil Kobbekaduwa Mawatha, Battaramulla **on or before 21.07.2023** by SPEED POST/ Registered Post or deliver by hand.

06. The post applied for should be mentioned in the upper left corner of the envelop enclosing the application. **The applications received after the closing date will be rejected** and the Chief Secretary of the Western Province has the final decision regarding appointment.

07. Further, kindly note that if any officer gets selected for any post above, the Chief Secretary of the Western Province will not be able to interfere to get that officer released from the relevant Administrative Authority.

**Pradeep Yasaratne**  
**Chief Secretary**  
**Western Province**

**Marking Scheme relevant to the Appointment to Grade I Post in Sri Lanka Education  
Administrative Service - Zonal Director of Education – Kelaniya**

Heading	Maximum Marks			
<p><b>Seniority</b></p> <p>05 marks for each year (up to maximum of 10 years) subsequent being promoted to Grade I in Sri Lanka Education Administrative Service</p>	50			
<p><b>Experience in the field/ fields</b></p> <p><b>01. Education Development</b></p> <p>By 02 marks for each project conducted in the field of Education Development, maximum of 10 marks will be awarded for 05 projects (The officer should have contributed directly for these projects along with a formal approval and the project report and the time frame should be included)</p> <p><b>02. Education Administration</b></p> <p>I. 02 marks for maximum of 02 years with at least 01 year as a Principal/ Deputy Principal after being appointed to the Education Administrative Service</p> <p>II. Maximum of 08 marks will be awarded for the service in a position of Additional Director of Provincial Education, Deputy Director of Education, Divisional Director of Education with a minimum of 01 year service in such position.</p> <ul style="list-style-type: none"> <li>❖ 02 marks each for 01 year service in the post of Additional Director of Provincial Education</li> <li>❖ For 01 year service in the posts of           <table style="display: inline-table; vertical-align: middle; margin-left: 20px;"> <tr> <td style="border: none;">               Deputy Director of Education                Divisional Director of Education             </td> <td style="font-size: 3em; vertical-align: middle; padding: 0 10px;">}</td> <td style="vertical-align: middle;">01 mark each</td> </tr> </table> </li> </ul>	Deputy Director of Education Divisional Director of Education	}	01 mark each	20
Deputy Director of Education Divisional Director of Education	}	01 mark each		
<p>Professional Qualifications/ Research and Innovations</p> <p><b>(1) Post Graduate qualifications on the field of Education</b> (select the relevant field from the fields/ subjects specifically stated in the relevant Service Minute/ Recruitment Procedure)</p> <ul style="list-style-type: none"> <li>a) Post Graduate Degree with a research - 7 marks</li> <li>b) Post Graduate Degree (without research) - 6 marks</li> <li>c) Post Graduate Diploma - 4 marks</li> <li>d) Degree/ Post Degree Certificates - 2 marks</li> </ul> <p><b>(2) Research and Innovations (Optional. Insert only if applicable)</b></p>	10			

<p>a) Patented/ copyrighted innovations/ inventions in the relevant field – <b>10 Marks</b></p> <p>b) Research theses in the relevant field published in an internationally recognized academic journal – <b>06 Marks</b></p> <p>c) Research paper in the relevant field published in a recognized academic journal – <b>05 Marks</b></p> <p>d) Successfully implemented innovations in the area of work/ development of IT solutions -<b>04 Marks</b> (Documentary proof must be furnished)</p> <p><b>(3) Training in the field of Education Administration</b></p> <p>(The aforesaid training should be a subject affiliated training on education management, should be relevant to the appointment and the duty of the concerned officer, should have obtained that training from an institution of provincial or national level, recognized by the government.)</p> <p>a) duration of 03 months or more - 1 mark</p> <p>b) duration of 10 days or more - 0.5 marks</p> <p>c) duration of 03 days or more - 0.2 marks</p> <p><b>(4) Proficiency in English</b></p> <p>a) Diploma in English obtained from a recognized university or government training institution/ IELTS Academic overall score 6.5 or above/ TOEFL-CBT 2013 or above, or TOEFL-PBT or above – <b>02 marks</b></p> <p>b) Certificate in English obtained from a recognized university or government training institute – <b>01 mark</b></p> <p>❖ Marks will be awarded only for the highest qualification.</p>	
<p><b>Strengths</b></p> <p><b>Performance Reports of immediately preceding 05years (maximum of 05 marks)</b></p> <p>a) Performance evaluation satisfactory - ½ marks each</p> <p>b) Performance evaluation higher than average or above –01 mark each</p> <p><b>Certificate Courses on Information Technology (maximum of 03 marks)</b></p> <p>(Such training should have been obtained from an institution of provincial or national level, recognized by the government)</p>	<p>10</p>

<p>a) Courses between 03 to 06 months – <b>02 marks</b>  b) Courses above 06 months – <b>03 marks</b></p> <p><b>Competency displayed by the applicant at the interview  (Maximum of 02 marks)</b></p>	
<p><b>Behavioral Competencies</b></p> <p>The applicant should submit a hardcopy to present the development program launched to achieve the objectives of the current service place and a 05 minutes oral presentation with the support of <i>Power Point</i> using his/her own practical experiences. Marks will be given under following components.</p> <p>I. Time Management - 2 ½ Marks  II. Communication Skill - 2 ½ Marks  III. Content (Objectives of the Institution, suggestions) - 2 ½ Marks  IV. Overall Presentation - 2 ½ Marks</p>	<p>10</p>

Remark 1: The term “recognized university” in the above marking scheme means a university recognized by the University Grants Commission of Sri Lanka.

Remark 2: All postgraduate qualifications indicated in the marking scheme above should have been obtained from a university recognized by the University Grants Commission of Sri Lanka and such qualifications obtained from other degree awarding institutes should have the recognition of that commission.

Date: .....

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For Office Use

**Specimen Application Form**

Applying for the Post of Zonal Director of Education  
of Zonal Education Office - Kelaniya

01. Name with initials -  
02. Full name -  
03. Date of birth -  
04. Identity Card No. -  
05. Private address -  
06. Telephone No. -  
07. Official Address -  
08. e-mail address -  
09. Date of appointment to Sri Lanka Education Administrative Service -  
10. Basis of appointment to Sri Lanka Education Administrative Service -  
(General Cadre Basis or Special Cadre Basis)  
11. Date of promotion to Grade II of Sri Lanka Education Administrative Service -  
12. Date of promotion to Grade I of Sri Lanka Education Administrative Service -  
13. All salary increments within immediate 05 years have/ have not been earned -  
14. The performance within immediate 05 years -  
(Copies of performance reports certified by Head of the Institution should be attached.)

Year				
1	2	3	4	5

15. Has/ has not obtained No-Pay Leave within immediate 5 years  
a. Details of No-Pay leave, if any:  
16. (i) Present place of work -  
(ii) Position holding -  
(iii) Date of appointment to the that post -

I certify that the information given above are true and correct to the best of my knowledge and belief.

Date -

.....  
Signature

**Certification of the Head of the Institution -**

..... I hereby inform you that a disciplinary inquiry is being conducted/ not being conducted against Mr./ Mrs./ Miss, ..... and certify that the information mentioned by him/ her are correct according to the personal file. I agree/ disagree to release this Officer from his/ her current position with/ without a successor if he/ she is selected for the above post.

Date -

.....  
Signature and Official seal

**Certification of the Head of the Department -**

I agree/ disagree with the recommendation of the Head of Institution.

Date -

.....  
Signature and Official seal

**Recommendation of the Secretary of the Line/ Provincial Ministry -**

I agree/ disagree with the Recommendation of the Head of the Institution/ Head of the Department.

Date -

.....  
Signature and Official seal