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பிரதான செயலாளர் அலுவலகம் - மேல் மாகாணம்
OFFICE OF THE CHIEF SECRETARY - WESTERN PROVINCE



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



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



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My No. }

CSWP/PTR/9-7/FI/8

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உமது இலக்கம் }
Your No. }

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திகதி }
Date } 2023.08.

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 officers of Grade I of Sri Lanka Education Administrative Service for the post of the Additional Provincial Director of Education (Education Administration) being vacant in the Department of Education operating under the Ministry of Education, Cultural and Art 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 Additional Provincial Director of Education being vacant under the Ministry of Education, Cultural and Art Affairs, Sports and Youth Affairs and Information Technology of Western Province.

Serial No.	Post	Approved Grade
01	Additional Provincial Director of Education (Education Administrative)	Grade I

02. Qualifications for Posts of Grade I –

- ❖ Being a Grade I officer of the Sri Lanka Education Administrative Service.
- ❖ The applicant should have not been subjected to any disciplinary sentence within the 05 years preceding to the closing date of applications through online method, i.e. 18.08.2023.
- ❖ Every applicant should be of adequate mental and physical fitness to serve in the post.

නියෝජ්‍ය ප්‍රධාන ලේකම් பிரதான பிரதான செயலாளர் Deputy Chief Secretary	පාලන நிர்வாகம் Administration	පිරිස් හා පුහුණු ஆளணி மற்றும் பயிற்சி Personnel & Training	இலாப நிதி Finance	සමාජ திட்டமிடல் Planning	ඌජිනේරු பொதுப்பியல் Engineering	ප්‍රධාන අභ්‍යන්තර විභාග பிரதான உள்நகல் சமீක්சரிப்பாளர் Chief Internal Auditor	
	Tel : 0112092606 Fax : 0112092609 dcs-admin@cs.wpc.gov.lk	Tel : 0112092631 Fax : 0112092647 dcprpt@cs.wpc.gov.lk	Tel : 0112092640 Fax : 0112092636 dcsfinance@cs.wpc.gov.lk	Tel : 0112092532 Fax : 0112092533 dcpplan@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 scores highest marks therein 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, please inform the officers of Grade I of Sri Lanka Education Administrative Service serving in your Ministry/ Department/ Zonal Education Office and Institutions under them regarding this matter and forward their applications prepared according to the specimen application attached herewith **on or before 18.08.2023 to the email address applicationptr@gmail.com** and acknowledge them to send its hard copy **on or before 18.08.2023** to the address of Chief Secretary, Chief Secretary's Office, (Western Provincial Council), No.204, Denzil Kobbekaduwa Mawatha, Battaramulla by SPEED POST/ Registered Post or by hand.

06. The post applied for should be mentioned on the upper left corner of the envelop which contains the application. **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 the post above, the Chief Secretary of the Western Province will not interfere to get that officer released from the relevant Administrative Authority.

Pradeep Yasaratne
Chief Secretary
Western Province

Marking Scheme for the Appointment to Grade I post of Sri Lanka Education Administrative Service – Additional Provincial Director of Education (Education Administration)

Heading	Maximum Marks			
<p>Seniority</p> <p>Marks will be allocated as per Public Service Commission Circular No. 01/2019</p>	<p>50</p>			
<p>Experience in the field/ fields</p> <p>01. Education Development Maximum 10 marks for 05 projects as 02 marks for each project carried out for the development of education (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>02. Education Administration I. 02 marks for maximum of 02 years with at least 01-year experience as a Principal/ Deputy Principal after being appointed to Education Administrative Service</p> <p>II. Maximum of 08 marks with at least 01-year experience as an Additional Director of Provincial Education, Deputy Director of Education, Divisional Director of Education</p> <ul style="list-style-type: none"> ❖ 02 marks each per year as an Additional Director of Provincial Education / Zonal Director of Education ❖ Per year as a <table style="display: inline-table; vertical-align: middle; margin-left: 20px;"> <tr> <td style="border: none;"> <ul style="list-style-type: 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> 	<ul style="list-style-type: none"> Deputy Director of Education Divisional Director of Education 	}	01 mark each	<p>20</p>
<ul style="list-style-type: none"> Deputy Director of Education Divisional Director of Education 	}	01 mark each		
<p>Professional Qualifications/ Research Innovations</p> <p>(1) Post Graduate qualifications on the field of Education (Select the relevant field from the fields/ subjects specifically stated in the relevant Service Minute/ Recruitment Procedure)</p> <ul style="list-style-type: none"> a) Post Graduate Degree with a research - 7 marks b) Post Graduate Degree (without research) - 6 marks c) Post Graduate Diploma - 4 marks d) Degree/ Post Graduate Degree Certificate - 2 marks 	<p>10</p>			

<p>(2) Research and Innovations (Optional - Include only if applicable)</p> <p>a) Patented/ copyrighted innovations/ inventions in the relevant field – 10 Marks</p> <p>b) Research paper in the relevant field published in an internationally recognized academic journal – 06 Marks</p> <p>c) Research paper in the relevant field published in a recognized academic journal – 05 Marks</p> <p>d) Successfully implemented innovations / development of IT solutions in the area of work (Documentary proof must be furnished) - 04 Marks</p> <p>(3) Training in the field of Education Administration</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, and should have obtained that training from an institution of provincial or national level recognized by the government.)</p> <p>a) of duration of 03 months or more - 1 mark</p> <p>b) of duration of 10 days or more - 0.5 marks</p> <p>c) of duration of 03 days or more - 0.2 marks</p> <p>(4) Proficiency in English</p> <p>a) Diploma in English obtained from a recognized university or government training institution/ IELTS Academic overall score of 6.5 or above/ TOEFL-CBT 2013 or above, or TOEFL-PBT or above – 02 marks</p> <p>b) Certificate in English obtained from a recognized university or government training institute – 1 mark</p> <p>❖ Marks will be awarded only for the highest qualification.</p>	
<p>Strengths</p> <p>Performance Reports of the immediately preceding 05 years (maximum of 05 marks)</p> <p>a) Performance evaluation satisfactory - ½ marks each</p> <p>b) Performance evaluation higher than average or above –01 mark each</p> <p>Certificate Courses on Information Technology (maximum of 03 marks)</p> <p>(Such training should have been obtained from an institution of provincial or national level, recognized by the government)</p>	10

<p>a) Courses between 03 to 06 months – 02 marks b) Courses above 06 months – 03 marks</p> <p>Competency displayed by the applicant at the interview (Maximum of 02 marks)</p>	
<p><u>Behavioral Competencies</u></p> <p>The applicant should submit a hardcopy to present the development process which is projected 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 experience. 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 Additional Provincial Director
of Education (Education Administration) of Department of Education of the Western
Province.

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 the immediately preceding 05 years have/ have not been earned
-
14. The performance within the immediately preceding 05 years -
(Copies of performance reports certified by the Head of the Institution should be attached.)

Year				
1	2	3	4	5

15. Has/ has not obtained No-Pay Leave within the immediately preceding 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

Official Stamp

Certification of the Head of the Department -

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

Date -

.....

Signature

Official Stamp

Recommendation of the Secretary of the Ministry -

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

Date -

.....

Signature

Official seal