

ශ්‍රී ලංකා ප්‍රජාතාන්ත්‍රික සමාජවාදී ජනරජයේ ගැසට් පත්‍රය

අති විශේෂ

The Gazette of the Democratic Socialist Republic of Sri Lanka

EXTRAORDINARY

අංක 1885/38 - 2014 ඔක්තෝබර් මස 23 වැනි බ්‍රහස්පතින්දා - 2014.10.23
No. 1885/38 - THURSDAY, OCTOBER 23, 2014

(Published by Authority)

PART I : SECTION (I) — GENERAL

Government Notifications

SERVICE MINUTE OF SRI LANKA TEACHERS' SERVICE.

FOLLOWING Sri Lanka Teachers' Service Minute is substituted without interfering / damaging any step taken as per the revisions made at occasions or considered to have been taken by the *Gazette Extraordinary* No: 865/3 dated 03.04.1995, *Gazette Extraordinary* No: 966/5 dated 11-03-1997 and *Gazette Extraordinary* No: 975/6 dated 14.05.1997 to Sri Lanka Teachers' Service Minute published in the *Gazette Extraordinary* No:843/4 dated 31-10-1994 of the Democratic Socialist Republic of Sri Lanka.

To the order of the Public Service Commission,

Secretary,
Ministry of Education.

Ministry of Education,
"Isurupaya"
Pelawatta,
Battaramulla.
On the 23rd of October 2014.

01. Date of Implementation .- This Service Minute is effective from 01-07-2008.

The methods of salary appearing in paragraph 06 of Public Administration Circular No. 06/2006 (viii) is implemented with effect from 01.01.2011 subject to provisions appearing in paragraph 2.3 of Public Administration Circular No. 28/2010.

02. Authority of Recruitment .- Secretary to the Ministry entrusted with the subject of Education to whom the authoritative powers are entrusted by the Public Service Commission.

03. Category / Categories of Service. –

3.1. Category of Service : Sri Lanka Teachers' Service.

3.2. Grades:

Class 3 – Grade	II.
Class 3 – Grade	I (c).
Class 3 – Grade	I (b).
Class 3 – Grade	I (a).



Class 2 – Grade II.
Class 2 – Grade I.
Class 1.

04. General Responsibilities of the Service .- The teachers should perform the activities of implementing the learning – teaching process in government schools, activities related to conducting examinations and evaluation at national level and others, subject parallel activities of schools and the activities decided to be implemented at school level with regard to the education process by the Government in order to create citizens with sheer partialities through a higher quality education according to the National Education policy.

05. Salaries.

5.1. Salary Code No:

5.1.1 Class 3 – Grade II.	}	G.E.- 1 - 2006
3 – Grade I (c).		
Class 3 – Grade I (b).		
Class 3 – Grade I (a).		
Class 2 – Grade II.	}	G.E.- 2 - 2006
Class 2 – Grade I.		
Class 1.		

5.1.1.1 Salary Scale.

G.E.-1 – 2006 Salary – Rs. 13,410 – 145 x 6-180 x 1-15,755
G.E.- 2 – 2006 Salary – Rs. 16,100 – 240 x 5-330 x 5-400 x 7-645 x 20 -34,650

5.1.1.2. Grading System and Applicable Salary Step

<i>Grade</i>	<i>Salary Step</i>	<i>Salary</i>
G.E.- 1 – 2006		
Class 3 – Grade II	Step 01	Rs. 13,410/-
Class 3 – Grade I (c)	Step 07	Rs. 14,280/-
Class 3 – Grade I (b)	Step 09	Rs. 14,640/-
Class 3 – Grade I (a)	Step 14	Rs. 15,540/-
G.E.- 2 - 2006		
Class 2 - Grade II	Step 01	Rs. 16,100/-
Class 2 -Grade I	Step 11	Rs. 18,950/-
Class 1	Step 18	Rs. 21,750/-

Note – 1: Salary of teachers with qualifications appearing in 13.9 (a) in Grade 3-1 of Teachers’ Service prior to 01-07-2008 which is the date of implementation of this minute should be performed according to schedule II of the salary scale of G.E. 1-2006. Salary of those teachers should be converted from step eleven (11) of the salary scale of G.E.-1-2006 from 01.01.2015 subject to step-by-step method. Initial salary of teachers recruited to Grade 3-1 (b) of the Teachers’ Service will be the step relevant to Rs. 15,000 of the salary scale G.E.-1-2006.

Note – 2 : Teachers of the grades 3-1(b) and 3-1(a). of this service: appointment will be made to step 1 of the salary scale of grade 2-II, when appointing to grade 2-II from these grades.

Note – 3 : Trained teachers appointed to grade 3-1 of this service: appointment will be made to step 3 of the salary scale of that Grade after been appointed to Grade 2-II, when these teachers have obtained the qualification of Bachelors Degree.

Note – 4 : Graduate teachers appointed to Grade 3-I of this service without the Pedagogy training: appointment will be made to step 5 of the salary scale of that grade after been appointed to Grade 2-II, when these teachers have obtained the qualification of Post Graduate Diploma in Education and Master in Education.

Note – 5 : Establishment in the salary scale at the recruiting to Grade 2-II of the service: Teachers/ Individuals with qualifications appearing in 7.2.2.1(e) will be established in the salary step 3 of the salary scale of Grade 2-II.

06. Posts under the Service.

6.1. Approved Cadre and duties

<i>Approved Designation</i>	<i>Number of Combined Posts</i>	<i>Duties</i>
Teachers' Service 3-II, 3-I, 2-II, 2-I, 1	31317	Performing duties relevant to learning- teaching activities in Government schools, activities relevant to conduct national level and other examinations relevant to school education, activities relevant to school sports and other subject parallel activities and activities, decided by the government to have implemented at school level relevant to the education process.

6.2. Number of Combined Posts.

Teachers' Service consist of Class and Grade structure of 3 –II, 3 –I (a), 3 –I(b), 3 –I(c), 2-II, 2-I, and 1. Approved number of combined posts are 31317.

6.3. Nature of the Post/s:

Permanent and pensionable

7. Method of Recruitment.

7.1. Percentage of Recruitment.

Stream	Percentage
Open	100%
Limited	Not Applicable

7.2. Open Recruitment.

7.2.1. Grades of Recruitment.

- I Bachelor of Education (13.8) - Class 2 – Grade II
- II Graduates (13.7) - Class 3 – Grade I (a)

III Pedagogy trained teachers (13.9 (a))	- Class 3 –Grade I (b)
IV Diploma Holders. (13.11)	- Class 3 –Grade I (c)
V G.C.E. (A/L) qualified (13.13)	- Class 3 – Grade II

7.2.2. Qualifications

7.2.2.1 Education Qualifications

- (a) Class 3 – Grade II
Those who have been qualified as per 13.13 of the Service Minute
- (b) Class 3 – Grade I (c)
Those who have been qualified as per 13.11 of the Service Minute
- (c) Class 3 –Grade I (b)
Those who have been qualified as per 13.9(a) of the Service Minute
- (d) Class 3 – Grade I (a)
Those who have been qualified as per 13.7 of the Service Minute
- (e) Class 2 –Grade II
 - (i) Those who have been qualified as per 13.8 of the Service Minute
 - (ii) Those who have been qualified as per 13.7 along with 13.9 of the Service Minute.
 - (iii) Those who have been qualified as per 13.7 along with 13.14 of the Service Minute.

Note 6 : All candidates should have passed Sinhala or Tamil Language as a subject at G.C.E.(O/L) examination in addition to the qualifications appearing in 7.2.2.1.

7.2.2.2 Physical and Mental Fitness.

Every candidate should have a sound mental and physical condition to perform duties as a teacher.

7.2.2.3. Age.

7.2.2.3.1 Minimum Limit: 18 years.

7.2.2.3.2 Maximum Limit: 35 years.

7.2.2.4 Other Requirements.

1. Should be a citizen of Sri Lanka.
2. Applicant should possess an excellent character.
3. Should be capable of serving in any region within Sri Lanka.
4. Date qualified - Eligibility to sit for the competitive examination/ interview for the recruitment to Sri Lanka Teachers' Service is considered to have been fulfilled only if the candidate has completed all the qualifications in every way to the date appeared in the notification of calling applications.

7.2.3 Method of Recruitment.

7.2.3.1. Class 3 Grade II.

Recruitment to the service is made based on the written competitive examination appeared in 7.2.4.1., general interview appeared in 7.2.4.4.1(1) and practical examination appeared in 7.2.4.4.1(2) on the school basis appeared in 13.18.

7.2.3.2. Class 3 Grade I (c).

Recruitment to the service is made based on the written competitive examination appeared in 7.2.4.1., general interview appeared in 7.2.4.4.1(1) and practical examination appeared in 7.2.4.4.1(2) on the school basis appeared in 13.18.

7.2.3.3. Class 3 Grade I (b).

Recruitment to the service is made based on the general interview appeared in 7.2.4.4.1(1) on the school basis appeared in 13.18.

7.2.3.4 Class 3 Grade I (a).

Recruitment to the service is made based on the written competitive examination appeared in 7.2.4.1., general interview appeared in 7.2.4.4.1(1) and practical examination appeared in 7.2.4.4.1(2). on the school basis appeared in 13.18

7.2.3.5. Class 2 – Grade II.

Recruitment to the service is made based on the general interview appeared in 7.2.4.4.1(1). and practical examination appeared in 7.2.4.4.1(2). on the school basis appeared in 13.18

7.2.4. Method of Examination.

7.2.4.1 Written Examination.

Subjects	Maximum Marks	Minimum marks required for a pass
Aptitude Test (Time – 01 hour)	100	40
General Knowledge(Time – 01 hour)	100	40

See Appendix "A".

7.2.4.1.1 Conducting Authority of Examination :

Commissioner General of Examinations

7.2.4.2. Practical Examination

The candidate as the practical examination should deliver a presentation of not less than five (5) minutes under an identified topic. Twenty five (25) marks will be given for this.

7.2.4.3 Method of Selection

Based on the priority of the marks scored by them at the written competitive examination five (5) times the number of vacancies will be called for interview and three (3) times the number of vacancies will be called from the qualified candidates for the practical examination. Selection will be performed as per Appendix "A"

(a) Method of selection for the recruitment under provisions appearing in 7.2.3.2., 7.2.3.4., and 7.2.3.5.

(i) Three times (03) of the number of candidates who will be selected will be called for the practical examination amongst those applied as per the priority based on the total of their marks and the number of vacancies existing in each school. Only the candidates been qualified at the general interview appeared in 7.2.4.4.1(1) will be called for the practical examination ;

- (ii) priority of the candidates who have passed the written examination appeared in the 7.2.4.1 and the practical examination appeared in the 7.2.4.4.1(2) of the service minute will be decided as per the total marks obtained by them. Accordingly, they will be placed in schools ;
 - (iii) When there are no qualified candidates among those called for the practical examination as per the process appeared in 7.2.4.3 (a) (i), selections will be made by adhering to process of 7.2.4.3. (a) (i) again from among those passed the written examination appearing in 7.2.4.1. who applied for the same school but not been called for the practical examination appearing in 7.2.4.4.1(2) ;
 - (iv) When no candidate has been applied to a particular school or when no candidate has passed the written examination or when no sufficient number of candidates who have passed the written examination, recruitment for such schools will be made from those applied for other schools with their consent and passed the written examination appeared in 7.2.4.1. and practical examination appeared in 7.2.4.4.1(2) and also based on their priority of total marks.
- (b) Method of selection for the recruitment under provisions appearing in 7.2.3.1
- (i) Three times (03) of the number of candidates applied for each school who have qualified at the general interview appeared in 7.2.4.4.1(1) called for the practical examination appeared in the 7.2.4.4.1(2) ;
 - (ii) Candidates who passed the practical examination appeared in 7.2.4.4.1(2) will be selected as per the priority of the marks obtained by the candidates and will be placed based on schools.
- (c) Method of selection for the recruitment under provisions appearing in 7.2.3.3
- (i) All the candidates applied for each school are called for general interview appeared in 7.2.4.4.1(1) Candidates completed the qualifications should select as per rank appeared in the result sheet of the National Colleges of Education and should be placed based on the schools.

Note 7: The period of a candidate should serve in the school to which the first appointment is made when recruiting according to the school based method will be decided by the appointing authority.

7.2.4.4 General Interview : Marks will not be given.

7.2.4.4.1. Expected objectives

(1) General Interview

Examination of qualifications appeared in the Service Minute and in the gazette notification or newspaper notification or in the advertisement in published the website and examination of physical fitness.

(2) Practical Examination

Measuring the skills of the candidate on the learning - teaching process essential for teaching profession.

7.2.4.4.2 Authority appointing the general interview board and practical examination board:
Secretary to the line Ministry entrusted with the subject of Education.

7.2.5. Methods of Calling Applications.

By publishing in the government gazette, by a newspaper notification or via website.

7.2.6. Appointing from one Grade to another :

7.2.6.1 Appointment from Grade 3 – II to Grade 3 – I of the Service.

(I) Appointing will be made to Grade 3-I (a) once the degree qualification is obtained formally ;

(II) Appointing will be made to Grade 3-I (b) once the teachers' training is completed.

7.2.6.2 Appointment from Grade 3-II to Grade 2-II of the service.

(I) If required qualifications appeared in 7.2.2.1 (e) for recruitment in the Grade 2-II is obtained Appointment will be given to Grade 2-II.

7.2.6.3. Appointing of teachers who are appointed to grade 3 -1 (c) of the Service to higher grades :

(i) Will be appointed to grade 3 - 1 (a) when the degree qualification is completed ;

(ii) Will be appointed to grade 3 - 1 (b) when the teachers' training is completed.

7.2.6.4. Appointment of teachers recruited to Grade 3-1(c) of the Service to Grade 2-II

(I) If qualification indicated in 7.2.2.1 (e) above is acquired, Appointment will be made to Grade 2-II

7.2.6.5. Appointing to Grade 2-II from Grade 3-I (b) of the Service.

The relevant officers will be appointed to Grade 2-II if qualifications applicable to be promoted are obtained with regard to that Grade.

7.2.6.6. Appointing to Grade 2-II from Grade 3-I (a) of the Service.

When post graduate qualification is obtained with regard to the Subject of Education, appointment will be made to Grade 2-II.

7.2.6.7. The Method of Appointment

When a request to the Divisional / Zonal Director of Education is made through the Principal for the appointment of teachers who have fulfilled the qualifications applicable to the relevant Grade, the Secretary to the line Ministry to which the subject of Education is entrusted may perform the task of appointment to the relevant Grade with effect from the date of which the teacher is qualified.

08. Efficiency Bar Examination

(a) Teachers of the service should complete the efficiency bar examination prescribed as follows.

<i>The relevant Efficiency Bar Examination</i>	<i>Grade</i>	<i>How many years prior should the efficiency bar examination be passed</i>	<i>No. of hours to be completed</i>	<i>Modules to be completed</i>
1st Efficiency Bar Examination	Class 3- Grade11	Prior to exceeding three years (03) from the Appointing to Grade 3-11		Teachers Training Certificate
	Class 3- Grade1	Prior to exceeding three years(03) from the Appointing to Grade 3-1	96 hours	1-7 (I)
	Teachers recruited direct to Class 2 Grade II	Prior to exceeding three years (03) from the Recruiting to Grade 2-11	96 hours	1-7(II)
2nd Efficiency Bar Examination	For those who were initiated in step 1, Grade II of Class 2	Should be completed prior to exceeding four (04) years	112 hours	8-14
	For those who were initiated in step 3, Grade II of Class 2	Should be completed prior to exceeding four (04) years	112 hours	8-14
	For those who were initiated in step 5, Grade II of Class 2	Should be completed prior to exceeding four (04) years.	112 hours	8-14
3rd Efficiency Bar Examination	Grade 2-I	Should be completed prior to exceeding four (04) years getting Promoted to Grade 2-I	112 hours	15-20

Note 8 - The second efficiency bar examination will be held only for teachers apart from those recruited direct to Class 2 Grade II of the service based on the qualification of Bachelor of Education appeared in 13.8 of the Service Minute.

(b) Other provisions applicable to complete the Efficiency Bar.

- (I) Teachers who have been recruited to Class 3 of the service should pass the first efficiency bar examination if to be promoted to Class 2 Grade II. But, as per the provisions 7.2.6.2, 7.2.6.4., 7.2.6.5. and 7.2.6.6. of the Minute, it is not compulsory to complete the efficiency bar examination prescribed for Class 3, in an occasion an appointment is made to Class 2 Grade II. Those teachers should compulsorily pass the first efficiency bar examination within three (3) years from the date they have been first appointed to the Service at the Class 2 Grade II. In addition, they should pass the second efficiency bar examination applicable to Class 2 Grade II within four (4) years from the date the relevant officer has been promoted to Class 2 Grade II of the Service ;

(II) The first efficiency bar examination is applicable to the teachers who have been recruited directly to Class2 Grade II of the Service on the Bachelor of Education Qualification appeared in 13.8 of the Minute.

(c) Prescribed module for the Efficiency bar examination is appeared in appendix "D". This modules are being revised occasionally by the line Ministry entrusted with the subject of Education.

9. Language Proficiency

<i>Language</i>	<i>Proficiency to be achieved</i>
01. Official Language	Officers who have joined service from a medium of language which is not an official language should acquire the precise proficiency in the official language within the probationary period.
02. Other Official Languages	Relevant language proficiency should be achieved as per Public Administration Circular No:01/2014

10. Promotion to Grades.

10.1 Promotion from Grade 3-I(b) to 2-II of the service

10.1.1. As per general performance

10.1.1.1 Qualifications to be fulfilled

- (i) A minimum active and satisfactory period of service of five (05) years in the Grade 3-1 (b) should have to be completed to the date qualified for promotions ;
- (ii) Passing the First Efficiency Bar ;
- (iii) Should have shown a satisfactory and higher performance within the five (05) consecutive years prior to the date of promotion as per the approved performance evaluation procedure inclusive of the professional review ;
- (iv) Completion of a satisfactory period of service within Five (05) consecutive years prior to been qualified for the promotion.

10.1.1.2 The Method of Promotion

When a request to the Divisional/ Zonal Director of Education is made as per the precise specimen through the Principal for the promotion of teachers who have fulfilled the qualifications applicable to the relevant Grade, the Secretary to the line Ministry to which the subject of Education is entrusted may perform the task of promotion to the relevant Grade with effect from the date of which the teacher is qualified.

10.2. Promotion from Grade 3-I (a) to Grade 2- II of the Service

10.2.1 As per general performance

10.2.1.1 Qualifications to be fulfilled

- (i) A minimum active and satisfactory period of service of 03 years in the Grade 3-I (a) should have to be completed to the date qualified for promotions ;

- (ii) Passing the first efficiency bar ;
- (iii) Should have shown a satisfactory or a higher performance within the three (03) consecutive years prior to the date of promotion as per the approved performance evaluation procedure inclusive of the professional review ;
- (iv) Completion of a satisfactory period of service within three (03) consecutive years prior to been qualified for the promotion.

10.2.1.2. The Method of Promotion

When a request to the Divisional/ Zonal Director of Education is made as per the precise specimen through the Principal for the promotion of teachers who have fulfilled the qualifications applicable to the relevant Grade, the Secretary to the line Ministry to which the subject of Education is entrusted may perform the task of promotion to the relevant Grade with effect from the date of which the teacher is qualified.

10.3 Promotion from Grade 2-II to Grade 2-I

This process of promotion is categorized into four segments.

The said process of promotion is described in the following 10.3.1., 10.3.2, 10.3.3 and 10.3.4.

10.3.1. Promotion of those who are promoted to the initial step of the salary scales of grade 2 - II from grade 3 - I of the service from Grade 2 - II to Grade 2 - I.

10.3.1.1. As per general performance

10.3.1.1.1. Qualifications to be fulfilled

- (i) The post in the service should be confirmed ;
- (ii) A minimum active and satisfactory period of service of Nine (09) years in Grade 2- II should have to be completed to the date qualified for promotions and Nine (09) increments have to be earned ;
- (iii) Passing the Second Efficiency Bar ;
- (iv) Should have shown a satisfactory or a higher performance within Nine (09) consecutive years prior to the date of promotion as per the approved performance evaluation procedure inclusive of professional review ;
- (v) completion of a satisfactory period of service within five (05) consecutive years prior to been qualified for the promotion.

10.3.1.1.2. The Method of Promotion

When a request to the Divisional/Zonal Director of Education is made as per the precise specimen through the Principal for the promotion of teachers who have fulfilled the qualifications applicable to Grade 2-I the secretary to the line Ministry to which the subject of Education is entrusted may perform the task of promotion to Grade 2-I with effect from the date of which the teacher is qualified.

10.3.2. Promotion of teachers to Grade 2-I recruited to the third step of the prescribed method of salary scale of Grade 2-II on the qualification of Degree along with the Teachers' training.

10.3.2.1.1. Qualifications to be fulfilled

- (i) The post in the service should be confirmed ;
- (ii) A minimum active and satisfactory period of service of seven (07) years in the Grade 2-II should be completed to the date qualified for promotions and seven (07) increments have to be earned ;
- (iii) Passing the second Efficiency Bar.
- (iv) Should have shown a satisfactory or a higher performance within seven (07) consecutive years prior to the date of promotion as per the approved performance evaluation procedure inclusive of professional review.
- (v) Completion of a satisfactory period of service within five (05) consecutive years prior to been qualified for the promotion.

10.3.2.1.2. The Method of Promotion

When a request to the Divisional / Zonal Director of Education is made as per the precise specimen through the Principal for promotion of teachers who have fulfilled the qualifications applicable to Grade 2-I the Secretary to the line Ministry to which the subject of Education is entrusted may perform the task of promotion to Grade 2-I with effect from the date of which the teacher is qualified.

10.3.3 Promotion of Teachers , appointed to the third step of the prescribed method of salary scale of Grade 2-II on the qualification of the first Degree and a Post Graduate Diploma in Education or Bachelor of Education to Grade 2-I.

10.3.3.1. As per general performance

10.3.3.1.1. Qualifications to be fulfilled

- (i) The post in this service should be confirmed ;
- (ii) A minimum active and satisfactory period of service of seven (07) years in the Grade 2-II should be completed to the date qualified for promotions and seven (07) increments should be earned ;
- (iii) Passing the second Efficiency Bar ;
- (iv) Should have shown a satisfactory or a higher performance within seven (07) consecutive years prior to the date of promotion as per the approved performance evaluation procedure inclusive of professional review ;
- (v) Completion of a satisfactory period of service within five (05) consecutive years prior to been qualified for the promotion.

10.3.3.1.2. The Method of Promotion

When a request to the Divisional / Zonal Director of Education is made as per the precise specimen through the Principal for promotion of Teachers who have fulfilled the qualifications applicable to Grade 2-I, the Secretary to the line Ministry to which the subject of Education is entrusted, may perform the task of promotion to Grade 2-I with effect from the date of which the teacher is qualified.

10.3.4 Promotion of Teachers appointed to step five (05) of the method of salary prescribed for grade 2 - II on the first degree and Post Graduate Diploma of Education with a Master Degree in Education to Grade 2 - I

10.3.4.1 As per the general performance

10.3.4.1.1 Qualifications to be fulfilled.

- (i) Appointment of this Service been confirmed ;
- (ii) Completion of an active period of service of at least five (05) years in Grade 2 - II at the date in which the candidate is qualified for promotion and earning five (05) salary increments ;
- (iii) Passing the Second Efficiency Bar examination ;
- (iv) Possessing a satisfactory or higher within the five (05) years prior to the date of promotion as per the approved performance evaluation procedure along with professional review ;
- (v) Completion of a satisfactory period of Service within five (05) years prior to been applied for promotion.

10.3.4.1.2 The Method of Promotion

When a request to the Divisional / Zonal Director of Education is made as per the precise specimen through the Principal for promotion of teachers who have fulfilled the qualifications applicable to Grade 2-I, the Secretary to the line Ministry to which the subject of Education is entrusted, may perform the task of promotion to Grade 2-I with effect from the date of which the teacher is qualified.

Note 9 : Promotion date of the officers who do not pass the Efficiency Bar to the precise date should be delayed from an equal period of time they fail to pass the Efficiency Bar examination at their promotion.

10.4 Promotion from Grade 2-I to Class 1

10.4.1. As per general performance

10.4.1.1. Qualifications to be fulfilled

- (i) A minimum active and satisfactory period of service of six (06) years in Grade 2-I should be completed to the date qualified for Promotion;
- (ii) Passing the Third Efficiency Bar ;
- (iii) Should have shown a satisfactory or a higher performance within five (05) consecutive years prior to the date of promotion as per the approved performance evaluation procedure intensive of professional review ;
- (iv) Completion of a satisfactory period of service within five (05) consecutive years prior to been qualified for the promotion.

10.4.1.2 The Method of Promotion

When a request was made by the teachers fulfilling the qualifications for promoting to Class 1 from the Divisional/ Zonal Director of Education through Principal as per the prescribed format, the promotion will be made by the Secretary to which the line Ministry Subject of education is entrusted may perform the task of promotion to Class I with effect from the date of which the teacher is qualified.

Note - 10 : The conversion of salary from one Class/Grade to the next Class/Grade will be made under the Provisions of the Establishments Code and the Provisions of the Public Administration Circular No: 07/2000.

11. Conditions in relation to the Service.

11.1 Conditions of Confirmation in the Service:

A teacher recruited will be subjected to a probationary period of three (03) Years. The Confirmation in the Service subsequent to the completion of three (03) years is effected as per the Provisions stipulated in the Procedural Rules of the Public Service Commission.

11.2 Training and Development

11.2.1. An initial Training (Residential) for a duration of twenty one (21) days will be provided to all the persons recruited to the Teachers' Service except the Pedagogic Diploma Holders.

11.2.2. All the other teachers except those who are liable to accomplish the task of the Curricular Development and Teacher Training should engage in class room teaching for a minimum of fifteen(15) hours per week.

11.2.3 Professional Review.

(a) The professional review will be conducted by a Team of Supervisors. The functions of the teacher is been reviewed at least three times by the supervisors during the period the teacher is subjected to be reviewed. The following matters are taken into consideration :

(i) Service records and notes of each teacher which are included in the period of reviewing ;

(ii) Records on Annual Evaluation of Performance of the teacher during the relevant period ;

(iii). The evaluation made by the team of supervisors regarding the class room teaching of the teacher.

(b) The level of the teacher is classified as unsatisfactory/satisfactory/Good very good subsequent to doing the Professional Review.

(c) Instructions regarding the way of conducting the Professional Review including the instructions on the forms in relation to records, certificates and notes which are used for the Professional Review and the completion of such forms will be issued from time to time as and when required by the Secretary to the Line Ministry with the consent of the Public Service Commission.

12. The Provisions of the Establishments Code and the General Conditions stipulated in the Procedural Rules published in the *Gazette (Extra- Ordinary)* of the Democratic Socialist Republic of Sri Lanka No. 1589/30 dated 20.02.2009 are applicable in relation to every appointment.

The Public Service Commission will determine the matters extraneous to the Provisions of this Service Minute.

13. Interpretations and definitions

13.1 The term, "Minute" means the Sri Lanka Teachers' Service Minute.

13.2 The term, "Public Service Commission" means the Public Service Commission specified in the 54(1) Constitution of the constitution.

- 13.3 The term, "Appointing Authority" is the Public Service Commission or the Secretary of the Line Ministry in charge of the subject of Education to whom the powers are delegated by the Public Service Commission.
- 13.4 The term, "Service" means the Sri Lanka teachers' Service if not specified in another way.
- 13.5 The Term, "Ministry" means the Line Ministry in charge of the subject of Education.
- 13.6 The Term, "The Team of Supervisors" is comprised of The Principal/Deputy Principal/Assistant Principal and the Teacher Instructor in charge of the relevant subject and teachers in Class 1 or Senior Teachers having skills in relation to the Subject as per the Rules and Orders imposed for the maintenance of the proper and formal supervision.
- 13.7 The term "Graduate" means a person having a Degree Certificate obtained by a University recognized by the University Grants Commission or a Degree Awarding Institution recognized by the University Grants Commission belonged to the specialized Subject fields recognized by the Line Ministry in charge of the Subject of Education in relation to the Teacher Appointments.
- 13.8 The term "Bachelor of Education" means a person having a Degree Certificate in Education obtained by a University recognized by the University Grants Commission or a Degree Awarding Institution recognized by the University Grants Commission.
- 13.9 The Term, "Trained Teacher" means '
- (a) A person who has obtained the Certificate after successfully completing an Institutional Teacher Training Course (Pedagogic Diploma Course) conducted for a duration of not less than three years from a Government College of Education ;
- or
- (b) A person who has obtained a Certificate after successfully completing an Institutional Teacher Training Course approved by the Line Ministry in charge of the Subject of Education conducted for a duration not less than two years ;
- or
- (c) A person who has obtained the Certificate after successfully completing an Institutional Teacher Training Course by Distant Education System approved by the Ministry conducted for a duration of not less than three years.
- 13.10 The Term "Graduate who has obtained the Pedagogic Training" means
- (i) The Graduate obtained a Post Graduate Diploma in Education described in 13.7 above ;
- or
- (ii) Graduates who have obtained the qualifications stated in 13.8 above ;
- or
- (iii) Graduates who have obtained the qualifications stated in 13.9 and described in 13.7
- 13.11 The Term, "Diploma holder" means a person who has obtained the Certificate having completed a Diploma Course which is not a Post Graduate Diploma in Education as stated in 13.14 and awarded by an Institution recognized by the Line Ministry in charge of the subject of Education for the respective issue and having a Course Duration of not less than Two Years and in a level not less than the Level Six (6) of the National Vocational Qualifications.

- 13.12 The Term, "**Trained Diploma Holder**" means a person who has obtained the Certificate having completed a Diploma Course indicated in 13.11 and a Teacher Training Course as indicated in 13.9.
- 13.13 The Term, "**G.C.E. (Advanced Level) Qualified person**" means a person who has passed at least three subjects (except Common General Test) in one sitting from the G.C.E. (Advanced Level) Examination.
- 13.14 The term "**Post Graduate Diploma Qualifications in Education**" means a person qualified with the Certificate in Post Graduate Diploma Qualifications in Education obtained by a University recognized by the University Grants Commission or a Degree Awarding Institution recognized by the University Grants Commission.
- 13.15 The term "**Post Graduate Degree in Education**" means a person qualified with the Certificate in Post Graduate Degree in Education awarded by a Degree Awarding Institution recognized by the University Grants Commission.
- 13.16 "**Active Service Period**" means the Period of Service employed (Learning and Teaching Process) in the duty actually by obtaining salaries related to the active post. All the other no pay leave except Maternity leave approved by the Government will not be calculated for the active service period.
- 13.17 The term, "**Secretary**" means the Secretary to the Line Ministry in Charge of the Subject of Education.
- 13.18 The term, "**School Based System**" means the methodology of the recruitment to the relevant school itself by calling applications in relation to the school as per the vacancies of schools.
- 13.19 The term, "**Certificate of Teacher Training**" means a Certificate obtained after the successful completion of
- (a) An Institutional Teacher Training Course not less than two years approved by the Line Ministry in charge of the Subject of Education ;
 - or
 - (b) A Teacher Training Course not less than three years by the distant education system approved by the Line Ministry in charge of the Subject of Education.

14 Absorption to the Grading system.

The teachers serving as at the effective date of Service Minute will be absorbed to the reorganized Sri Lanka Teachers' Service as indicated below.

14.1 Absorption to Grade 3-11 of the Service.

Teachers in the Grade 3-11 of the Service with educational qualifications specified in relation to the appointment will be absorbed to Grade 3-11 of the Sri Lanka Teachers' Service.

14.2 Absorption to Grade 3-1 of the Service.

- (a) Teachers in Grade 3-1 of the Service having qualifications mentioned in 7.2.2.1 (b) of the Service Minute should be absorbed to the Grade 3-1 (c) of the Sri Lanka Teachers' Service ;
- (b) Teachers in Grade 3-1 of the service having qualifications mentioned in 7.2.2.1 (c) of the Service Minute should be absorbed to the Grade 3-1 (b) of the Sri Lanka Teachers' Service ;
- (c) Teachers in Grade 3-1 of the Service having qualifications mentioned in 7.2.2.1 (d) of the Service Minute should be absorbed to the Grade 3-1 (a) of the Sri Lanka Teachers' Service.

14.3 Absorption to Grade 2 – II of the Service.

Teachers in Grade 2-II of the Service should be absorbed to the Grade 2 – II of the Sri Lanka Teachers' Service.

14.4 Absorption to Grade 2 – I of the Service.

Teachers in Grade 2-I of the Service should be absorbed to the Grade 2-1 of the Sri Lanka Teachers' Service.

14.5 Absorption to Class 1 of the Service.

Teachers in Class 1 of the service should be absorbed to Class 1 of the Sri Lanka Teachers' Service.

Note 11 : Conversion of salaries on absorption should be made under the Conversion table stated in the Schedule (ii) of the Public Administration Circular No: 06/2006(VIII) and the para 3.3 of the Circular. No change will be effected to date of increment due to the absorption.

15 Interim Provisions.

- (a) The teachers are exempted from the requirement of Professional review and Efficiency Bar other than the period of Service and other requirements for the purpose of providing promotion in the Grade within Three (3) years from the date of declaring the Service Minute by a *Gazette* Notification. The Promotions are made available without considering the completion of professional review and Efficiency bar for teachers fulfilling the other requirements within the period ;
- (b) An Officer who has not yet attained the age of the alternative age of retirement and employed in the service as at the effective date of this Service Minute is allowed to express his consent of retirement from the Service under the Section Seven(7) of the Minutes on Pension on a request made by the Officer. If the Officer is of the opinion that unfavorable effects have been made by the Provisions of the Service Minute to the extent that such relief has to be offered to him, he/she should submit the request to the Public Service Commission within Five (05) years and the request is fulfilled only if the Public Service Commission is satisfied with the request.

Appendix "A"

Particulars regarding the written examination conducted for the recruitment to the Sri Lanka teachers' Service.

1. This Examination is consisted of 2 Question Papers :

- | | |
|------------------------|-----------------------------|
| (I) Aptitude Test | during 01 hour (100 marks) |
| (II) General Knowledge | during 01 hour (100 marks) |

The Two subjects should be passed by obtaining a minimum of 40 marks for each question paper in order to pass the written examination.

2. Procedure of the Examination

- (I) This Examination will be conducted in Sinhala, Tamil and English media ;
- (II) Every applicant should sit all the question papers in one language medium which should be the language medium specified for obtaining his/her appointment ;
- (III) Applicant is not allowed to alter the medium of language indicated in his/her application ;
- (IV) Every Applicant should sit the two (02) question papers ;
- (V) The No. of persons recruited at one time will be determined by the appointing authority.

3. Syllabus

Subject No. 1 – Aptitude Test

This question paper is prepared with the objective of measuring the skills and logical intelligence of the applicant for being eligible for the Teaching Profession. The question paper comprised of 50 MCQ's and questions for providing short answers. All the questions should be answered.

Subject No: 02 – General Intelligence.

The question paper was comprised of Multiple Choice Questions and questions for providing short answers for examining the general knowledge in relation to the field of Teaching to which the applicant applies for and the general knowledge in relation to the local tendencies in the field of education and the general knowledge in relation to the modernizations takes place in the education filed. All the questions should be answered.

APPENDIX "B"

Particulars regarding the Practical examination conducted for the recruitment to the Sri Lanka Teachers' Service.

1 Practical Examination

A presentation has to be made under a topic identified by the applicant as the practical Examination. Marks will be given for the presentation as indicated below.

<i>Serial No.</i>	<i>Criteria for which marks are provided at the practical Test</i>	<i>Maximum Marks</i>	<i>Minimum Pass Marks required</i>
01.	Objective and the approach	05	02
02.	Personality and voice control	05	02
03.	Clarity in the Communication.	05	02
04.	Time Management	05	02
05.	Usage of techniques of presentation	05	02
	Total Marks	25	10

2 Methodology of the Practical Examination

- (I) 8 minutes will be provided for the Practical Examination ;
- (II) The maximum marks that can be obtained for the Practical Examination is Twenty Five (25) ;
- (III) At least two marks each have to be obtained for each criterion for passing the practical Examination ;
- (IV) The appraisal of the Practical Examination will be made by the Board of Examiners appointed by the Secretary to the line Ministry which the subject of education is entrusted.

3. Objective of the criteria

- (I) Objective and approach
Clarification of the objective of the lesson successfully and evaluation of the ability of approaching the lesson.
- (II) Personality and Voice Control
Evaluation of having a good personality as a teacher and the ability to properly control the voice in teaching.

- (III) Clarity of the Communication.
Evaluation of the ability of Communicating the matters effectively in the Learning and Teaching Process.
- (IV) Time Management.
Evaluation of the skill of accomplishing the objective with the time provided.
- (V) Use of Techniques of Presentation
Evaluation of the ability of using the techniques of presentation properly for the accomplishment of the objective

APPENDIX "C"

Application for the Promotion/Appointment of teachers of the Sri Lanka Teachers' Service from Class/Grade to Class/Grade.....

01.

- (i) Name of Teacher in full : Venerable/Reverend/Mr./Mrs./Miss.....
.....
- (ii) Name of the teacher with initials : Venerable/Reverend/Mr./Mrs./Miss.....
.....
- (iii) Name used at first in case the name has been changed: Venerable/ Reverend/Mr./Mrs. /
Miss.....
.....
- (iv) Registration No. (if available) :
.....
- (v) Date of Birth: Year - Month-Date -.....
- (vi) Date of reaching/ reached the age of 60 years :
Year-..... Month-Date-.....
- (vii) If retired the date of retirement :
Year-..... Month-Date-.....
- National Identity Card No:
- Private Address :
.....
- Telephone No:
- (a) If employed ;
- (i) Name and address of the school serving at present :
- (ii) Present Grade/Class of the Teachers' Service :
- (iii) Date of appointment to the Grade/Class/Promotion :.....

- (b) If Retired ;
 (i) Name and the address of the school served for the last time :
 (ii) Grade/Class of the Sri Lanka Teachers' Service when retired:
 (iii) Date of appointment/ Promotion to the Grade/ Class:

05. The Zonal Office of Education to which the school belongs.....

06. Educational and Professional qualifications :

- (i) Educational qualifications obtained in relation to the Sri Lanka Teachers' Service indicated in this Service Minute.

Qualification	Institution	Whether an external/Internal Course	Effective date of the Certificate

- (ii) Professional Qualifications obtained in relation to the Sri Lanka Teachers' Service indicated in the Service Minute

Qualification	Institution	Course	Effective date of the Certificate

07 Service Record : (if Apprenticeship/Trainee period is Available)

College/Institution (Zone/Division)	Address	Grade/Class	Duration	
			from	To
(i)				
(ii)				
(iii)				
(iv)				

7. 1

- (i) Basis of the initial appointment (permanent/ apprentice/trainee /teacher assistant ;
 (ii) Reference No. of the initial Letter of appointment:
 (iii) Who has given the initial appointment:

7. 2

- (i) Date of obtaining the permanent and Pensionable initial appointment:
 (ii) Whether Confirmed in the Service: (yes/No)
 (iii) If Confirmed Reference No of the letter of Confirmation:

Date:

7.3

- (i) Absorbed class and Grade in the Sri Lanka Teachers' Service on 06.10.1994:
Grade:
- (ii) Salary Scale on 06.10.1994:
Salary Step:
- (iii) If reached to the maximum salary step of the salary scale on or after 06.10.1994:
Date of reaching the salary scale:
The Step:
- (iv) Absorbed class in the Sri Lanka Teachers' Service as at 01.07.2008.:
Grade:
- (v) Salary scale placed on 01.07.2008:
Salary Step:
- (vi) If reached the maximum Salary Step of the Salary on or after 01.07.2008:
Date of reaching the salary scale:
The Step:
- (vii) Promoted class in the Sri Lanka Teachers' Service as at 31.12.2010:
Grade:
- (viii) Salary scale placed on 31.12.2010:
Salary Step:
- (ix) Date of appointment as a trained teacher:
- (x) Date of appointment as a graduate teacher:
- (xi) Date of appointment as a holding Teacher Diploma:
- (xii) Date of appointment as a untrained Teacher:
- (xiii) Whether the Post Graduate Diploma in Education has been obtained. (yes/No)
- (xiv) The effective date of the Post Graduate Diploma in Education:
- (xv) Whether the Master in Education has been obtained (Yes/No)
- (xvi) The effective date of the Master in Education Degree
08. Has obtained No pay Leave? (yes/no)
If so, the duration: From..... to.....
(Attach a copy of a leave report/ duplicate certified by the Zonal Director of Education if no pay leave has been obtained.)
09. Whether an Interruption in Service has happened. (yes/No)
10. (i) Whether accused of any misconduct (yes/No)
(ii) Whether disciplinary action has been taken in relation to accusations (yes/No)
(iii) If so, attach a copy of the verdict of the investigation issued in relation to the disciplinary actions.

11. Effective date of obtaining qualifications for Promotion/ appointment to class/ Grade under the General Performance:

12. Increments earned and Performance Levels achieved during theyears immediately Prior to the date of eligibility to class / Grade

Serial No.	Year	Salary Increments Earned/ not earned	Performance Level
01			
02			
03			
04			
05			
06			
07			

13. Efficiency Bar.

Efficiency Bar	Grade	Duration of completing the Efficiency Bar

I certify that information furnished by me is true and accurate. If any information mentioned here is revealed to be false or inaccurate before the promotion I am liable to be disqualified and if revealed subsequent to promotion/ appointment the promotion is liable to be cancelled.

Date:.....

.....
 Signature of the Applicant.

Zonal Director of Education

I certify that the Venerable / Reverend/ Mr / Mrs/ Miss mentioned above has been serving in this school with effect from and the conduct is satisfactory and has not obtained any No-pay leave and not accused of any misconduct. I do recommend to Promote/ appoint venerable/ Reverend / Mr / Mrs / Miss of Grade/ Class in the Sri Lanka Teachers' Service to Grade/ Class. I do not recommend the Promotion / Appointment on the following reasons.

Date:

.....
 Signature of the Applicant.

Reference No:

Provincial Director of Education

(a) Venerable / Reverend / Mr / Mrs / Miss

(b) information from 1 to 12 is accurate

- (c) (i) Work and conduct are satisfactory / not satisfactory ;
(ii) Not obtained / obtained no pay leave ;
(iii) accused/ not accused of misconducts. if accused. released/ not released from the investigation ;
(iv) Confirmed / not confirmed in the post ;
(v) Suspension / deferment or stoppage of increments have not been effected.
- (d) I do recommend the Promotion/ Appointment of Venerable/ Reverend/ Mr/ Mrs/ Miss mentioned above from..... Grade/ Class toGrade/ Class of the Sri Lanka Teachers' Service with effect from as per the Sri Lanka Teachers' Service Minute.
- (e) I do not recommend the Promotion/ Appointment due to the following reasons.

Date :

.....
Zonal Director of Education
(Place the Official Frank)

Reference No.

Secretary of Education

Recommendation of Provincial Director of Education

I do recommend the promotion / Appointment of venerable / Reverend / Mr. /Mrs. /Missmentioned above fromGrade /Class toGrade/ Class of the Sri Lanka Teachers' service with effect from as per the Sri Lanka Teachers' Service Minute./ I do not recommend the promotion / Appointment due to the following reasons.

Date:

.....
Provincial Director of Education
(Place the Official Frank)

Reference No.

For the use of the Ministry of Education

I do approve the Promotion/ appointment of Venerable/ Reverend / Mr/ Mrs / Miss of Grade/ Class to grade/ class of the Sri Lanka Teachers' Service and to issue the letters of appointment.
I do not approve the Promotion/ appointment on the Following reasons.

Date:

.....
Secretary
Ministry of Education
(Place the Official Frank)

Appendix "D"

Module 01	Fundamental issues of the Establishment Code in relation to a teacher and Fundamental issues known to a public servant and Financial Regulations in their simple format (Including the subject comprehensively)
Module 02	Ethics of Teachers
Module 03	Management of class rooms and Identification of students
Module 04	Techniques of Presentations (including practical activities)
Module 05	Preparation and maintenance of Day records, weekly records, Term records and lessons.
Module 06	Productivity and quality techniques
Module 07	Information Technology for Education
Module 08	Rules and Regulations related to Education and History of the Education
Module 09	Applied English
Module 10	Co- curricular activities and School Projects

Module 11	Office Procedures and Procedures to be adopted in conducting communicative relationship with other institutions and making Management decisions.
Module 12	Health and Nutrition of Children
Module 13	Knowledge on Sports and physical education
Module 14	Psychological Consultation
Module 15	Organizational Structure in the educational field conducting relationships in that regard, higher education, tertiary education and professional education
Module 16	Research appraisals and Research methods
Module 17	Development of Inter Personal relationships and Attitudes and Skills
Module 18	Human Resources Management
Module 19	Non formal Education and soft skills
Module 20	Time management and Professional Guidance

First Efficiency Bar Examination for teachers recruited directly to Class 2 Grade II-(ii)

Module 01	Fundamental issues of the Establishment code in relation to a teacher and Fundamental issues known to a public servant and Financial Regulations in their simple format (Including the subject comprehensively) and Ethics of Teachers
Module 02	Productivity and quality techniques
Module 03	Information Technology for Education and Management of class rooms and Identification of students
Module 04	Applied English
Module 05	Preparation and maintenance of Day records weekly records Term records and lessons.
Module 06	Techniques of Presentations (including practical activities)
Module 07	Office Procedures and Procedures to be adopted in conducting communicative relationship with other institutions and making Management decisions.

Note – The implementation of those modules will be implemented after 02 years from the absorption. The pre - Organizational activities such as the identification of Coordinating Officers and Lecturers should be completed during the first 02 years (The methodology of implementing Modules –see the schedule I)

Schedule I

Methodology of implementing the Modules

These modules are implemented through focusing the Teacher Training Centres.

Trainee and three coordinating Officers will be employed for the coordination and maintenance of these modules.

The Each coordinating Officer should bear the responsibility of conducting modules 1-7, 8-14 and 15-20 respectively.

In case the said officer does not have a special competency in relation to each module, experts in each field can be used as visiting lecturers. The rates of charges approved by the Ministry of Public Administration have to be paid in paying for lecture hours.

One module for two days of every week should be conducted and specified modules should be conducted within 06 months.

All twenty (20) modules can be completed during 06 months as three coordinating Officers are employed. Thereby, Programmers of completing such modules can be conducted for two times a year.

At the end of each module the trainee ,should sit for one hour question paper for evaluation that the module has been successfully completed and the paper should be prepared in very simple form (MCQ's or structured questions) should not provide essay type questions. Answer scripts should evaluate at the end of each module and the certificate to the effect that the course has been successfully completed should be issued at the same moment.

Fifty teachers have to be used for one module at a time.

In case the space inside teacher Training Centres is not adequate, Public Buildings in close proximity to it should be used for that purpose.

An allowance of Rs. 5/- each (can be revised timely) can be paid to a teacher appointed to the Centre for Training for the task of Coordination.

The Coordinating Officer is a Class I officer of the Si Lanka Teachers' Service with qualifications and experience or an Officer of other services related to Education and they are attached Only for a duration of 3 years.

Officers will be selected by the Ministry of Education. It will be comprised of a simple Aptitude and Structured interview. The Coordinating Officer is not a creation of a new post and it is a selection made from among the Officers in the Class I of the Sri Lanka Teachers' Service.

11 - 140