

MINISTRY OF EDUCATION

English Language Test for the Sri Lanka Principals' Service - 2020

1. IN terms of the Service Minute of the Sri Lanka Principals' Service No. 1885/31 dated 22.10.2014, it is hereby notified that the English language Examination 2020 for the officers in the Sri Lanka Principals' Service will be conducted in **April 2021** in Colombo.

02. Every officer of the Principals' Service should acquire proficiency in the link language within three (03) years from the date of recruitment. An officer, who has obtained at least a Credit Pass or a higher grade, will be exempted from the requirement of passing the English language Examination. All other officers should pass this Examination.

03. The syllabus and other provisions applicable to this Examination have been published in the *Gazette Extra Ordinary* No. 1885/31 of 22.10.2014 of the Democratic Socialist Republic of Sri Lanka. The English Language Examination consists of one paper and the syllabus and the other provisions will be stated below for the convenience of applicants.

(a) Examination Procedure - The Syllabus will be as follows :

(1) General English

100 marks - Duration 03 Hours

Syllabus

Suitable level of proficiency on the following forms of grammar in the written language is expected from the candidate:-

- Tenses and Numbers
- Sentences
(Simple/Compound/Complex/Compound Complex)
- Relative Clauses
- Reported Speech
- Adjectives and Adverbs
- Determiners
- Prepositions

The knowledge on the modern formats and styles of writing is tested in following area of study:-

- Summary writing
- Report writing
- Essay writing

04. A Candidate should score minimum 40% or above for this subject in order to pass the Test.

4.1 The Result sheet including the results of all Candidates faced the Examination will be provided to the Secretary, Ministry of Education. Personal result sheets will not be issued for candidates by the Commissioner General of Examinations.

05. According to the following format, the application should be prepared so as titles from number 01 to 04 appear and on the first page while the rest on other pages and candidates should clearly complete the application in their own hand writing in the medium of applying for the Examination. It is advised to keep a photocopy of the perfected application. Furthermore, the candidate should check whether the perfected application is in conformity with the specimen application mentioned in the Notification as applications, which are not in conformity with the specimen or have furnished incomplete information will be rejected without notice. Further, it is informed that candidates should make sure that the prescribed examination fee has been paid and its particulars have been included in the application and the receipt has been affixed to the application before submitting the application. It would be beneficial to keep a photocopy of the perfected application and the receipt of the payment of examination fees. It is further required that the title of the Examination in Sinhala and Tamil applications should be included in English language in addition to Sinhala and Tamil languages respectively.

06. The Examination will be conducted by the Commissioner General of Examinations and Candidates are bound to adhere to the Rules and Regulations that are imposed in relation to the Examination. Rules and Regulations for the Examination have been published at the end of this *Gazette* Notification.

07. Applications should be sent by Registered Post through Principal/Divisional Director of Education/Zonal Director of Education or Additional Provincial Director of Education/Provincial Director of Education or through the

Head of your Institution to reach Commissioner General of Examinations, Organizations, (Institutional and Foreign Examinations) Branch, Department of Examinations, Sri Lanka, P. O. Box 1503, Colombo on or before 15th of February 2021. The Title of the Examination should be clearly mentioned on top left hand corner of the envelope and applications sent after this date shall be rejected.

08. A newspaper notification and a notice in the official website of the Department of Examinations will be published immediately after the issuance of admissions to candidates. A candidate, who has not received his/her admission even after 02 or 03 days after the publishing of the notification, should inform the Department of Examinations of the same mentioning the full name, address, National Identity Card Number of the candidate and the Title of the Examination. In case of a candidate residing outside Colombo it is advised to fax a letter of request to the number mentioned in the notice along with the details of the candidate mentioning a fax number to which a copy of the admission may be received. It will be useful to be prepared in hand to produce a copy of the application, copy of the receipt obtained upon payment of examination fees and the receipt issued for registered post sending the application in registered post in order to substantiate candidacy in case inquired by the Department of Examinations. Issuance of an admission to a candidate should not be considered as an acceptance that he/she has fulfilled qualifications to sit for the Examination.

09. Signature of the candidate both in application and the admission issued for the Examination should have been certified by the Head of the Institution or an Officer authorized by the Head of the Institution. A candidate should sit for the Examination at the prescribed examination hall prescribed under the Index No. assigned for him/her and should hand over the attested admission to the Supervisor of the Examination on the day of the Examination. A candidate, who fail to submit his/her admission will not be permitted to sit for the Examination.

10. Candidates are liable to prove his/her identity in order to satisfy the supervisor at each subject he/she face and one of the following documents may be produced for the purpose :

- i. National Identity card
- ii. Valid Passport
- iii. Valid Driving License

Furthermore, candidates will have to enter the examination hall without covering the face and ears in order to prove their identity. Candidates, who reject to reveal identity will not be

permitted to enter the examination hall. Candidates should remain their face and ears uncovered from the moment entering the examination hall till exiting the hall at the end of the examination in order for the invigilators to identify the candidate.

11. *Examination Fees:* -

- (a) Fees levied for this examination will not be refunded under any circumstance and it will not be allowed to transfer the fees for a fee of another examination. Furthermore, money orders or stamps will not be entertained as Examination Fee. It would be beneficial for the candidate to retain a copy of the receipt issued upon payment of examination Fees.
- (b) Fees will not be levied for the first sitting.
- (c) Rs.250.00 each will be levied for each sitting subsequent thereto.

The receipt obtained upon payment of the examination fee to any Post Office of the Island to the credit of the Revenue Head 20-03-02-13 of the Commissioner General of Examinations should be affixed firmly inside the relevant cage of the application. It would be beneficial for the candidate to retain a copy of the receipt.

12. Candidates will be subjected to the rules and regulations imposed by the Commissioner General of Examinations on conducting examinations and issuing results. It is notified that he/she will be subjected to any punishment imposed by the Commissioner General of Examinations in case such rules and regulations are violated. Furthermore, all candidates should adhere to quarantine rules and regulations available in the country.

13. In case of any inconsistency among Sinhala, Tamil and English texts of this notification, the Sinhala text shall prevail.

14. Furthermore, the Secretary to the Ministry of Education reserves the right of determining any matter not covered by this notification.

PROFESSOR K. KAPILA C.K. PERERA,
Secretary,
Ministry of Education.

At the Ministry of Education,
Isurupaya, Pelawatte, Battaramulla.
28th December, 2020.

SPECIMEN APPLICATION

ENGLISH LANGUAGE TEST FOR THE SRI LANKA PRINCIPALS’
 SERVICE - 2020

(Please submit under registered post through Principal/ Divisional or Zonal Director of Education, Additional Provincial Director of Education/Provincial Director of Education to reach the Commissioner General of Examinations, Organizations (Institutional and Foreign Examination) Branch, Department of Examinations, P. O. Box 1503, Colombo. The Title of the Examination should be mentioned on the top left- hand corner of the envelope.)

1. (a) Name with Initials indicating Initials at the end:
 (With Initials in English Block Capitals)
 (Eg: - GUNAWARDHANA, M.G.B.S.K.)

- (b) Name in Full (In Sinhala/In Tamil) :

2. Address :
- (i) Personal:
- (ii) Official:
- (iii) Address to which the admission should be sent:
 (in English Block Capitals)

3. (i) Gender:
- Female - 1
- Male - 0
- (Write the relevant Number inside the cage)
- (ii) National Identity Card Number:
- | | | | | | | | | | | | | | | | | | |
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- (iii) Date of Birth:
- Year : Month : Date :

4. Contact Details:
- (i) Mobile :
- (ii) Fixed :

5. Class/Grade in the Principals’ Service:
- School/Office:
- Provincial Department of Education/
 Zonal Education Office:

6. Particulars of the receipt obtained upon payment of examination fees:
- Receipt No:
- Post Office:
- Date:

Affix the receipt here

I do hereby declare that the particulars aforementioned are true and accurate. I hereby agree to abide by the rules and regulations imposed by the Commissioner General of Examinations on the conduct of the examination.

Date :,
 Signature of the Candidate.

Commissioner General of Examinations,

I hereby certify that the abovementioned candidate is an officer of my school/ office. Further, I do certify that the candidate is exempted from examination fees/candidate has accurately affixed the receipt of examination fees.

.....,
 Signature of the Principal/Divisional or Zonal Director of Education/Additional Provincial Director of Education/ Provincial Director of Education.

(In case of a Principal, indicate the name of the School)
 (Confirm with the official stamp)

Address:

Date:

(Please delete the words that are not applicable)