



NATIONAL INSTITUTE OF EDUCATION

Post Graduate Diploma in Education Management Course (PGDEM)

(Part Time-2012/13 and Full Time-2013)

Applications are invited for the above course conducted by the Centre for Education Leadership Development of the National Institute of Education.

Venue for the course: Centre for education Leadership Development
National Institute of Education
Meepe Junction, Padukka

Duration of the course: Full Time- One Year
Part Time- Two Years (Two weekends per month and during school vacations)

Medium The course is conducted in English Medium. (However, the candidates are allowed to sit the examination in Sinhala, Tamil or English. Lecture discussions are held in all the above three languages.)

Admission Criteria

- i. Should be a member of Sri Lanka Educational Administrative Service/ Principals' Service/ Teacher Educators' Service/ Teachers' Service (Class 1) or a Head of a semi government educational institute/ recognized Educational Institute/ Head of the Pirivena.
- ii. (a) Should have a Bachelor of Education Degree from a recognized university / an Educational Institute
or
(b) Any other degree **and** a professional qualification such as Post Graduate Diploma in Education/Trained Teachers' Certificate/ National Diploma in Teaching.
- iii. Should have four years experience in teaching which includes two years experience in administrative and supervisory duties.
- iv. Should not follow any full time/part time course in the National Institute of Education or a full time course in any other Institute in the year selected.
- v. Applicants for the course should be less than 53 years of age on 30.06.2012 for the part time course, and on 31.12.2012 for the full time course.

Selection for the course:

- Selection will be made on the results of a written examination which is followed by an interview.
- The written examination consists of two papers:
 - i. Educational Management
 - ii. English Language and Study Skills

Advantages of the Course

- This certificate is accepted for the second efficiency bar of the officers in Sri Lanka Educational Administrative Service and Sri Lanka Teacher Educators' Service

Procedure of Applying

- An application prepared (the specimen is given below) with the approval of the head of the institute should be sent by the registered post to the Assistant Director General, Centre for Education Leadership Development, National Institute of Education, Meepe Junction, Padukka with the receipt of Rs. 200/ as the application fee and Rs. 500/ as the entrance examination fee (altogether receipt of Rs. 700/) paid to the Account No.7041168 to the name of Director General, National Institute of Education at any main branch of Bank of Ceylon. Admission fee and the entrance examination fee will not be refunded.
- Course Fee: Rs. 28000/=
- Mention PGDEM 2013 (Full Time) or PGDEM – 2012/2013 (Part Time) at the top left hand corner of the envelope in which the application form is sent.
- Closing date for applications: Part time course : 31st March 2012
Full time course : 30th June 2012

Prof. W.M.Abeyratne Bandara
Director General,
National Institute of Education
Maharagama
24th January, 2012

(Specimen Application Form)
Post Graduate Diploma in Educational Management Course
(Part time-2012/13 or Full time-2013)

1. Name in full : Rev/Mr/Mrs./Miss.-----
2. Name with Initials:-----
3. NIC No:
4. Address
 - i. Official-----
-----Tel-----
 - ii. Personal -----
-----Tel-----
5. Age (by 30.06.2012 or 31.12.2012)-----
6. Date of Birth-----
7. Present Post-----
8. Service you belong to –SLEAS SLPS SLTES SLTS Class 1
(put a tic(/) in the relevant cage)
9. Qualifications
 - i. Academic -----

 - ii. Professional -----

I certify that the above mentioned particulars are true and correct. I also declare that I don't expect to follow part time/full time course except this course at the National Institute of Education or to follow a full time course in any other institute.

Date -----

Signature of the applicant

Recommendation of the head of the institute:

Recommended for the above course. He/She can be /cannot be released from duties if he/she is selected for it.

Date-----

Signature & Frank of the Head

Course Applied for	
Part Time	
Full time	

Please Tick (✓)

**Application for the Post Graduate Diploma in Education Management Course
(Part time 2012/13 - Full Time 2013)**

01. Name in Full : Rev./Mr./Mrs./Miss

02. Name with Initials :

03. Address :

(i) Official :

Tel. :

(ii) Personal :

Tel. :

04. Age (by 30.06.2012 or 31.12.2012):

05. Date of Birth :

06. Present Post :

07. Period of Service :

08. Service you belong to

SLEAS SLPS
 SLTES SLTS – I
 Other

Put a tick (✓) in the relevant cage

09. Qualifications :

Academic :

Professional :

I certify that the above mentioned particulars are true and correct. I also declare that I don't expect to follow any part time/ full time course except this course at the National Institute of Education **or** a full time course in any other higher education institute.

Date:

Signature of the applicant

Recommendation of the head of the institute:

Recommended for the above mentioned course. He/She can be/cannot be released from duties if he/she is selected for it.

Date :

Signature and frank