## NATIONAL INSTITUTE OF EDUCATION
### Post Graduate Diploma in Education Management Course (PGDEM)
### (Part Time – 2018/2019, Full Time-2018)

Applications are invited for the above courses conducted by the Faculty of Education Leadership Development and Management of the National Institute of Education.

**Venue for the course:** Faculty of Education Leadership Development and Management
National Institute of Education
Meepe Junction, Padukka

**Duration of the course:**     One year - Full Time
Two years - Part Time (Two weekends per month)

**Medium :**     Full Time Course - The course is conducted in English Medium
Part Time Course - The course is conducted in Sinhala & Tamil Medium
(However, the candidates are allowed to sit the examination in Sinhala, Tamil or English medium. Lectures and discussions are conducted in all the three languages.)

**Admission Criteria**

i.      Should be a member of Sri Lanka Educational Administrative Service/ Sri Lanka Principals' Service/ Sri Lanka Teacher Educators' Service/ or a Head of a government or semi government educational institute /Head of the Pirivena.

ii.     Should have a Bachelor of Education Degree from a recognized University / Institute.

   **or**

   Any other first degree **and** a professional qualification such as Post Graduate Diploma in Education/Trained Teacher 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.

**Selection Criteria :**

-Selection will be made on the results of a written examination.   Those who have reached the essential proficiency level will be notified for an interview.

-The written examination consists of two papers:

   i. Educational Management
   ii. English Language and Study Skills

**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 Deputy Director General, Faculty of Education Leadership Development and Management, National Institute of Education, Meepe Junction, Padukka with the receipt of Rs. 1000/- as the entrance examination fee. paid to the Account No.7041168 to the name of Director General, National Institute of Education at any main branch of Bank of Ceylon.  Entrance fee will not be refunded.

**Course Fee**: Rs. 60,000/=

Mention PGDEM 2018/2019 (Part time) or PGDEM 2018 (Full time) at the top left hand corner the envelop which is with applicatiton.

**Closing date for applications:**        15th September 2017.

Dr. (Mrs.) T.A.R.J. Gunasekera
Director General
National Institute of Education
Maharagama.

<u>Specimen Application form</u>

Put a mark (√) in the appropriate box

### Post Graduate Diploma in Education Management
### Part Time – 2018-2019 / Full time-2018

| Part Time | Full Time | |
|---|---|---|
| | | |

01. Title

| Rev. | | Mr. | | Ms. | |
|---|---|---|---|---|---|

02. Name in Full :

| | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|

03. Name with Initials

| | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|

04. Address :

| Official | Personal |
|---|---|
| | |
| | |
| | |
| Phone | Phone |
| E-mail | |

05. National I.D. No.

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|

Age on 31.12.2017

06. Date of Birth

| D | D | M | M | Y | Y | Y | Y |   | D | D | M | M | Y | Y |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|

07. Present Post : …………………………………………………

08. Period of Service : | | |

09. Service you belong to :

| SLEAS | | SLPS | | SLTES | | SLTS– I | | Semi Gov./Pirivena | |
|---|---|---|---|---|---|---|---|---|---|

10. Qualifications: Academic

| First Degree | |
|---|---|

Professional

| Trained/NCOE | | PGDE | | BEd | | Master in Edu. | |
|---|---|---|---|---|---|---|---|

11. Medium of the Entrance Examination  English ☐  Sinhala ☐  Tamil ☐

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

Date:…………………………                                 ………………………………..

**<u>Recommendation of the head of the institute</u>**                 Signature of the applicant

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