

Establishment of a Pool of Resource Persons for Examination Duties of The Department of Examinations, Sri Lanka

Applications are called from Sri Lankan citizens to establish a pool of resource persons of the Department of Examinations, Sri Lanka to receive assistance during examination duties. The resource persons will be recruited for following duties.

- Test development and moderation
 - Question paper translation (Sinhala/ Tamil/ English/ Other)
02. Applications are accepted from Officers, Professors, Doctors and Lecturers serving in Ministries, Departments, Universities, National Institute of Education, National Colleges of Education, Teachers' Training Colleges, Technical Colleges and Schools as well as state and private institutions. Officers retired from these institutions also can apply.
03. Before filling the application, the Common Instructions, Technical Instructions should be essentially read and watched the Instruction Video to fill the application accurately. (To log into the system, you are required to enter your National Identity Card number and OTP number received then should be entered and submitted.)
04. Log into www.doenets.lk the official website of the Department of Examinations and **click** on “**Exam Information Center**” under Our Services or directly log into <https://onlineexams.gov.lk/eic> and log into your account to fill the application and submit. Then print the **PDF** application using both sides of an A4 paper and affix your recent photograph in relevant box, sign and forward by registered post to receive at following address. **Please do not send copies with handwritten information in the application** and please send **Latest Updated Application** accordingly.

If applied for Institutional Examination Duties,

Commissioner General of Examinations
Institutional Examinations Confidential Branch,
Department of Examinations, Sri Lanka,
National Evaluation and Testing Services,
P.O. Box 1503.
Colombo.

If applied for School Examination Duties,

Commissioner General of Examinations
School Examinations Confidential Branch,
Department of Examinations, Sri Lanka,
National Evaluation and Testing Services,
P.O. Box 1503.
Colombo.

Instructions to fill application online

General Instruction

1. Online applications should be filled in English Language only.
2. Should not use special characters (“”?:{}[]`!~#\$\$%^*<>=+-) when filling the application. Applications filled entering special characters will be rejected.
3. You will be given three Subject Fields to select interest post to serve in. Please do not select same post in your selections.
4. **Download** application upon completing and submitting application online (“**Complete and Submit**”) and **print**.
5. Following regulations will be imposed on applications.
 - Incomplete and applications with inaccurate information will be rejected without any notification.
 - Printed applications should be sent under your signature to be received at the Commissioner General of Examination, Institutional Examinations Confidential Branch, Department of Examinations, Sri Lanka, P.O. Box. 1503, Colombo. Online applications without containing printed applications as above will be rejected.
 - The Department of Examinations, Sri Lanka will not be responsible for any delays in post.
6. The applications updated and revised should be submitted online and the downloaded hard copy of the same should be sent to the Department of Examinations at each instance of update is made.
7. Any revision made to the printed copy will not be considered as an valid revision to the application.
8. General terms of service:-
 - i. This post is not permanent, selecting for services and termination will be on the discretion of the Commissioner General of Examinations.
 - ii. You are not permitted to participate in evaluating any institutional examination which has been applied by you or your spouse or a member of your family or a resident as a candidate of the examination. A family member means your children or grand-children, your or spouse’s siblings or their children.
 - iii. Please do not accept this appointment, if you conduct tuition classes, private seminars, workshops. Accepting appointment fraudulently disregarding these instruction will be caused to take action against you under the provisions of Public Examination Act **No.25 of 1968** and other regulations.
 - iv. The Department of Examinations will not provide accommodation or transport facilities or advance payments during particular service period.

- v. Payments for the services will be based on the approved payment method of the Department of Examinations.
- vi. The selected resource persons are bound to serve on weekdays/ weekends/ public holidays and after office hours when required.
- vii. You are **bound to protect complete confidentiality** of the duties you engaged in and special attention should be given to the **accuracy and efficiency of the service you provide**. You are required to be read and understood the directions of Public Examination Act **No.25 of 1968** and other regulations and perform accordingly.