

Instructions to complete the application:

01. Instructions of the amended circular No. 03 (01) 2009 dated 01.03.2011 should be followed.

- 1.1 Teachers and officers presently working under the Ministry of Education who have completed the following qualifications can apply.
- (a) The subject applied being followed under the Degree/ Diploma and possess a formal appointment as a teacher under the subject prescribed.
- (b) Teaching for the G.C.E. (O/L) (Grade 10, 11) classes as a teacher or engaged in duties related to G.C.E. (O/L) syllabus as an officer.
- 1.2 When filling Section 10, it is compulsory to include qualifications relevant to the applying subject. Application have not follow such instructions will be rejected.
- 1.3 When filling Section No.13 & 14, clearly indicate 'Yes' or 'No' in the relevant box. Any application received without completed with the instruction will be rejected.
- You are not permitted to apply if any disciplinary inquiry in progress against you or if you are debarred from marking, activities.
- 1.4 You are not permitted to apply, if any member of your family is appearing for the examination. A family member means you, your spouse, children and grand children or siblings of you or your spouse or their children or their grand children.
- 1.5 Application can be submitted only through online. The Applications of teachers in government schools should be recommended online through the relevant principals and should be sent to this department through online. Applications of other applicants should be sent to this department as hard copies certified by the head of the institute concerned.
- 1.6 It is expected to establish Evaluation Centers in the following towns: (Durations of the Evaluation will be 14 days.)

01. Colombo	10. Kalutara	19. Bandarawela	28. Tangalle	37. Trincomalee	46. Monaragala	55. Kilinochchi
02. Maharagama	11. Matugama	20. Badulla	29. Hamnantota	38. Kegalle	47. Ampara	56. Puttalama
03. Homagama	12. Negombo	21. Welimada	30. Kurunegala	39. Peradeniya	48. Kalmunai	57. Dambulla
04. Piliyandala	13. Gampaha	22. Mahiyanganaya	31. Nilaweratiya	40. Gampaha	49. Akkarai pattu	58. Wellawaya
05. Moratuwa	14. Nittambuwa	23. Ambalangoda	32. Kuliya pitiya	41. Kandy	50. Batticaloa	
06. Hanwella	15. Ratnapura	24. Elpitiya	33. Chilow	42. Mathale	51. Vavuniya	
07. Avissawella	16. Pelmadulla	25. Galle	34. Kekirawa	43. Theldeniya	52. Mannar	
08. Horana	17. Embilipitiya	26. akuressa	35. Anuradapura	44. Nuwaraeliya	53. Jaffna	
09. Panadura	18. Balangoda	27. Matara	36. Polonnaruwa	45. Hatton	54. Nelliyadi	

N.B. Evaluation Centers will not be established in towns where a sufficient number of applications are not received. Therefore, your second choice should also be mentioned.

- 1.7 The appointment will be given to the town closest to the private or official address. If there are no evaluation panels of the subject applied in the closest center or if there are no vacancies, you will be directed to another nearest evaluation center.
- 1.8 this application (except Section 16) online and downloaded its PDF copy and handed over to the Principal / Head of your institute with certified copied of relevant certificates.

02. Certifying officer : Application should be certified in following order, that is ; the applications of Teachers by Principals, applications of In - service Advisers attached to a Zonal Office by Zonal Director of Education, application In - service advisers attached to a Divisional Education office by Divisional Director of Education.

03. Instructions to certifying officer:

- 3.1 Examine whether information provided by the applicant is correct.
- 3.2 Authentication of information in relevant place of 3rd page is compulsory
- 3.3 State your assessment of the applicant regarding the details from 16 (a) (i) to (iv) by indicating relevant letter in the cage.
- A - Excellent B - Good C - Satisfactory W - Weak
- 3.4 This is a confidential report. After Certifying the Documents, Keep copies of duly completed applications with the attachments in the office by entering details to a schedule. Applications of new applicants and non - teacher applicants should be sent to reach at following address along with relevant attachments containing in an envelope indicating "Application for Selection of Marking Examiners - G.C.E. (O/L) Examination 2022 (2023)" on top left hand corner of the envelope.

The deadline for all applications is 15th June 2023

Commissioner General of Examinations,
Evaluation (School Exams) Branch,
Department of Examinations, Sri Lanka.
P.O.Box. 1503
Colombo