1. **General Instructions**

    1.1. These appointments shall be made according to the provisions in the gazette notification No. 2108 and date 25.01.2019 and the placements shall be made for the vacancies displayed on this system (online application system).

    1.2. Before entering data to the online application system, all instructions given here must be carefully read and understood.

    1.3. You can apply for the vacancies in the National and Provincial schools in the province relevant to your enrollment to NCOE.

    1.4. Placements shall be made according to the merit order in the results sheet of the National Institute of Education, giving priority to the province, you were enrolled to NCOE. **Even if you have not conveyed your preference, the applicants who have obtained the lowest rank in the merit order will be considered to fill the essential vacancies considering the service requirement, and also if the vacancies available in your province are not sufficient, you will be directed to another province where there are vacancies.**

    1.5. If your permanent address at the time of your enrollment to the NCOE has been changed by now, you must enter your new address in the database stating reasons for such change and send your request to ncoe.rec23@gmail.com along with a copy of the National Identity Card and proof of residence. **However, in such case you are not allowed to check the vacancies in National and Provincial schools of the province relevant to your new address or select schools according to your choice.**

    1.5.1. Only the vacancies of National and Provincial schools in the province relevant to your enrollment to NCOE will be displayed to you. If your residence changes, and you intend to apply for the vacancies in the province related to your new residence, you can use the "Other Province" Option and it is possible to choose the province you preferred.

    1.5.2. However, according to point number 1.5, upon your change of residence, the decision to place you in relation to the new address rests with the Secretary of Education. In the placement process, priority is given to the students who enrolled to NCOE from that province and others will be placed to the remaining vacancies according to your requests. Moreover, the merit order of such trainees shall not be considered for placements.

    1.6. Request letters of principals will not be considered.

    1.7. Teacher trainees assigned for National schools will receive their letter of appointment from the Ministry of Education. List of names of the trainees who assigned for provincial schools

will be sent to the relevant province and the Provincial Public Service Commission / Provincial Ministry will give their letters of appointments.

1.8. The final decision on the placements for provincial schools is with the Secretary, Provincial Education Ministry and the final decision on the placement done by the MOE is with the Secretary, Ministry of Education.

1.9. When calling the Help Desk, please note that each phone number is separately assigned for different categories of applicants and therefore, kindly contact the same phone number that you made the first call. Also please note that the Help Desk phone numbers will be responded from 2023-04-21 To 2023-04-25 within 8.30 a.m. to 4.15 p.m.

1.10. In the event of any inconsistency among the Sinhala, Tamil and English texts of this notification, the Sinhala medium notification shall prevail.

1.11. Closing date for the online application calling is 12.0 midnight of 2023-04-25

2. Instructions to select vacancies

2.1. Information on the vacancies related to your subject and medium will be displayed school wise (based on schools) for National Schools and only the availability of vacancies will be mentioned for provincial schools.

2.2. As per the section 6.3.10 of the gazette notification, teacher trainees enrolled to NCOE based on the vacancies of plantation sector schools can apply only for the estate schools relevant to the province they were enrolled. In addition to the provincial school vacancies, those applicants can also apply to estate-related national schools given in Schedule 1, only if there are vacancies available.

2.3. If there are no vacancies in the National schools or provincial schools in the province you were enrolled to NCOE, select the option "Other Province" and in the requests / comment menu enter 03 provinces of your choice in your order of preference.

For the special attention

2.4. Among the Primary Education diploma holders who placed to Nalanda College-Colombo, four Sinhala medium diploma holders and one Tamil medium Diploma holder will be assigned to the Lady Ridgway Hospital.

2.5. Also from the Special Education diploma holders who placed to D.S.Senanayake College-Colombo, two Sinhala medium diploma holders will be assigned to the Autism Child Centre, Maharagama.

2.6. In the vacancy display Venivalkola Shishyoda Centre, which is a Special Education Unit functioning under the Central Government will also be displayed in the school list.

3. **General instructions to use the website**

3.1. You can log in to the website using your National ID number as the username. Those who are unable to log in to the online application system should contact our Help Desk.

3.2. Once you logged into the online system by entering your Identity Card Number as the username, change the password and re-enter to the system by providing the password to complete the registration. You will not be able to change your password after you have registered with the database. Also, when entering the data to the system, ensure that the first data entry is correct. After submitting the information, you will not have the opportunity to change the information you have entered.

3.3. After the placements, it is mandatory to remember your User Name and Password until you are given the school or province you are assigned.

3.4. Requests made after the closing date of the applications will not be entertained.

3.5. It is mandatory that you complete the Personal Information and preferred work station (selection of schools) sections of the online application form.

4. **Technical instructions to use the website**

4.1. Use your National ID number as the username, click the "continue" button to log in and enter the password after logging in to the online application system. Before you give the password, you should click the "Register" button by using the sign)✓) in the relevant place only after reading and understanding the instructions there. (If your national identity card is an old identity card, enter the letter "V" in Capital)

4.2. Password must contain at least 8 letters, numbers or symbols.

4.3. Then "Providing new password is successful" message will appear in the bar. After clicking the "Proceed" button, you will be redirected to the home page. As before, after giving your registered ID number and clicking the "continue" button, you should login again using your registered password.

4.4. Then enter your personal information and select the preferred workplace.

4.5. If there is a change in your personal information in the database, you can change that information by clicking the Edit button. Then you should re-enter your name and address in Sinhala if you are a Sinhala or English medium diploma holder and in Tamil if you are a Tamil medium diploma holder (Please enter your name and address correctly, as this information will be taken for inclusion in your appointment letter).

4.6. When entering your address into the data system, it should be entered as follows.

4.6.1. If your address has 02 lines, use Address Line 1 and Address Line 5 columns to enter your address

4.6.2. If your address has 3 lines, enter Address Line 1, Address Line 2 and Address Line 5 columns to enter your address

4.6.3. If your address has 04 lines, enter Address Line 1, Address Line 2, Address Line 3 and Address Line 5 columns to enter your address

4.6.4. If your address has 5 lines, enter it in all 5 Address Line columns.

4.7. You will get the opportunity to select vacancies based on your order of preference. For that follow the instructions to select vacancies. Then enter the information.

4.8. If you have any further request in this regard, mention it in the requests/comment menu on the vacancy selection page.

4.9. Check the summary of your entered information and if there is a problem call our phone numbers in the Help Desk.

4.10. Then click the Download Icon and download it as a PDF file and print the file. You have the option to print this information as a PDF file until the last date of application completion.

4.11. Duly completed application forms should be certified by a Principal of a Government School, Grama Niladhari of the Division, Justice of Peace, Attorney at Law, Notary Public, Staff Grade Officer, Authorized Officer in Tri-armed forces or Viharadhipathi or Nayaka Thero of a Buddhist temple or in charge of any other religious place of worship or a person holding a significant position in the clergy, and it is mandatory to submit it to the e-mail address: sas.te@emis.moe.gov.lk on or before ……………….

4.12. In the subject of the e-mail you must mention your name with initials (applicant's name) along with the subject and the medium.

4.13. Keeping the application with you will be important for you later.

4.14. Help Desk Numbers

       011-2785634 - Sinhala and English Medium Applicants

       011-2786749 - Tamil Medium Applicants

Schedule 1

Ref. No	Census number	Name of the school	Province
01	2180	C.W.W. Kannangara M.M.V.	Western
02	3256	Rajawella Hindu N.S	Central
03	3617	Pussellawa Hindu National School	Central
04	4262	Pakkiyam N.Collage	Central
05	4266	Hindu N.S.	Central
06	5035	Nu/St.Grebial Balika Vidyalaya	Central
07	21125	Passara Central Collage	Uva
08	21464	B Saraswathy Central College	Uva
09	23060	Ferguson High School	Sabaragamuwa
10	23068	Convent Of The Child Jesus National School	Sabaragamuwa
11	23544	Rakwana St. John's Tamil M.V.	Sabaragamuwa