



**NATIONAL INSTITUTE OF EDUCATION**  
**Postgraduate Diploma in Education Management Program (PGDEM)**  
**(Full Time-2019)**

Applications are invited for the Postgraduate Diploma in Education Management conducted by the Faculty of Education Leadership Development and Management of the National Institute of Education.

***The Diploma Program***

This postgraduate diploma has been designed to provide knowledge, competencies and attitudes in leadership and management required for management and development of educational institutions. It consists of course work and research assignment all of which must be completed in English).

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

*Duration of the program:* One year - Full Time (three academic terms); It is expected to commence the program in January 2019.

*Medium:* English

***Qualifications to apply:***

Applicants must have the following qualifications to apply:

- i. Being a person belonging to Sri Lanka Education Administration Service/Sri Lanka Principal Service/Sri Lanka Teacher Educators Service/ or a Head of a government or semi government educational institution/Head of a Pirivena;
- ii. Bachelor of Education Degree from a recognized University/Institution;  
**OR**  
University first degree in any other discipline *and* a professional qualification such as Postgraduate Diploma in Education/Trained Teacher Certificate/National Diploma in Teaching.
- iii. Minimum of four years of experience in teaching of which at least two years with administrative and supervisory duties;
- iv. Not following any full time/part time program of study of the National Institute of Education or a full time program of study in any other Institution in the year of admission (2019).

**Selection Criteria**

All applicants must appear for a selection test which is determined by the Faculty of Education Leadership Development and Management. The Test will consist of two question papers, viz.:

- I - Educational Management (2 hours)
- II - Learning Skills and English Language (1 ½ hours)

The Test can be answered in Sinhala/Tamil or English. Those who reach the required level of marks will be selected through an interview.

## **How to Apply**

An application prepared (in the specimen downloadable from NIE website, [www.nie.lk](http://www.nie.lk)) in English language, recommended by the Head of Institution, attached with the receipt for Rs.1250/- as the entrance examination fee which is paid to Account No.7041168 at any branch of Bank of Ceylon, in the name of Director-General, National Institute of Education, should be sent by registered post to:

Addl. Director-General,  
Faculty of Education Leadership Development and Management,  
National Institute of Education, Meepe Junction, Padukka

Mark as **PGDEM Full-time 2019** in the upper left-hand corner of your envelop enclosing the application.

***Closing date of applications: Nov. 15, 2018.***

## **Fees**

**Program Fee:** Rs. 60,000/=; Registration fee, Rs.1,000. The total amount can be paid at the time of registration or in two instalments as follows:

1. 50% at registration, and
2. 50% within six months from the date of registration

Application fee will not be refunded if your application is rejected.

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

Specimen Application form



**NATIONAL INSTITUTE OF EDUCATION**  
**Postgraduate Diploma in Education Management Program**  
**(Full-time)-2019**

01. Title 

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

02. Name in Full : 


03. Name with Initials

04. Address :

Official												Personal											
Phone												Phone											
E-mail																							

05. National ID No. 

--	--	--	--	--	--	--	--	--	--	--	--

06. Date of Birth 

D	D	M	M	Y	Y	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		B.Ed.		Master in Edu.	
--------------	--	------	--	-------	--	----------------	--

I certify that the above mentioned information is correct. I also declare that I am not following a full-time/part-time course at the National Institute of Education or a full time study program in any other higher education institution.

Date:.....

Signature of the applicant

**Recommendation of the head of institution**

I certify that Rev./Ms/Mrs/Mr. ....  
is currently employed in this institution as .....  
and that the person can be released/cannot be released from duties for full-time study for one year in the  
event of being selected to follow the Postgraduate Diploma in Education at NIE in 2019.

If not recommending the application, please state reasons below:

.....  
.....  
.....  
.....

Date : .....

Name and Signature  
SEAL

Name of Institution: .....

Address: .....

Contact No: .....