



**NATIONAL INSTITUTE OF EDUCATION - MAHARAGAMA**  
**Postgraduate Diploma in Educational Management Programme (PGDEM)**  
**Full Time 2022/2023 – Sinhala, Tamil & English Medium**

Applications are invited for the above programme conducted by the National Institute of Education.

<b>Duration of the programme</b>	:	Full Time – One Year
<b>Nature of the programme</b>	:	Conducted in 03 Academic Terms through online mode
<b>Venue for the programme</b>	:	Department of Professional Development and Educational Management, Faculty of Education Leadership Development and Management, National Institute of Education, Meepe Junction, Padukka.
<b>Medium</b>	:	Sinhala / Tamil / English

**Details of Payments**

Application fee	:	Rs. 1,500/-
Registration fee	:	Rs. 2,000/-
Course fee	:	Rs. 80,000/- (can be paid in 2 installments)

**Qualifications to apply:**

Applicants must have following qualifications on the closing date of the applications:

- i. Being a person belonging to Sri Lanka Education Administrative Service/ Sri Lanka Teacher Educators Service /Sri Lanka Principal Service or a Head of a Government or Semi-Government Educational Institution/Head of a Pirivena;
- ii. (a) Bachelor of Education Degree from a recognized University/Institution;  
**OR**  
 (b) First degree in any other discipline from a recognized University/Institute 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; (letter of certified service record and experience of the administrative and supervisory duties issued by the Zonal Education Director/ Head of the Department should be handed over during the interview)
- iv. Not following any full time programme of study of the National Institute of Education or any other University or any other Educational Institution in the year of admission (2022).

**Selection Criteria**

All applicants must appear and select from an interview that will be conducted by the Department of Professional Development and Educational Management through online mode.

## How to Apply

1. Details about calling applications should be obtain from the website of exam department, NIE (<https://www.exams.nie.lk/intakes/new>).
2. Filling the applications  
Go to the <https://www.exams.nie.lk/intakes/new> website and choose the **Advertisement** related to the programme of **Postgraduate Diploma in Educational Management (Full Time)**
  - 2.1. Fill the **Sign up** information in the <https://www.exams.nie.lk/intakes/new> website. Make a note of **User ID** that you get. Remember the **Password** for the future activities.
  - 2.2. **Log in** using the User ID and Password in the top right-hand corner of the website.
  - 2.3. Update the information in the **user profile**
    - Personal Information
    - Service Information
    - Educational and Professional Qualifications
  - 2.4. Then go to **the New Enrollment**
  - 2.5. After that go to the **My Application**
  - 2.6. Check whether the information you filled are correct
  - 2.7. Go to the **Step 2 Payment**. Pay the application fee to the relevant account including the **Reference Number** you get there.
  - 2.8. Scan the payment receipt and enter the payment date and Transaction Reference Number.
  - 2.9. Make a note of the **Application Reference Number** you get.

## 3. Download Application

After filling the online application, print the **copy of the application (including the reference number), recommended by the Head of Institution** and send to the **Director, Department of Professional Development and Educational Management, Faculty of Educational Leadership Development and Management, National Institute of Education, Meepe Junction, Padukka** along with the **original copy of the payment receipt** and the **certified copies of the documents mentioned below**.

1. First Degree certificate
2. Postgraduate Diploma in Education Certificate /Trained Teacher Certificate/ National Diploma in Teaching Certificate
3. Appointment Letter
4. Service Letter

Mentioned as **PGDEM Full-time 2022/2023 (English)** in the **Top Left-Hand corner** of the envelop enclosing the documents.

4. For further information, contact Sinhala Medium - 0704839203, Tamil Medium - 0774028469 /0779697879 English Medium - 0705381470 during 9.00am – 4.00pm in week days.

**Closing date of applications: 30<sup>th</sup> of April 2022.**

Dr. Sunil Jayantha Nawarathna,  
Director General,  
National Institute of Education,  
Maharagama

Reference Number: -----

Name with Initials -----  
Official Address -----  
-----  
Private Address -----  
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I certify that the attached particulars are true and correct. I also declare that I am not following a full time/part-time course at the National Institute of Education or in any other higher education institution.

Date: -----  
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Signature of the applicant

**Recommendation of the head of the institute**

I certify that Rev./ Mr./Ms/Mrs/ -----  
-----  
is currently employed in -----  
----- Vidyalaya/Zonal  
Educational office and that the person **can be released/cannot be released** from duties for the full-time study program for one year in the event of being selected to follow the Postgraduate Diploma in Educational Management at NIE in 2022. Above provided details are true and correct.

Date: -----  
-----  
Name and Signature  
SEAL

If not recommending the application, please state reasons below:  
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.....  
.....  
.....

Name of Institution: -----  
Address : -----  
Contact No : -----