



STAFF DEVELOPMENT CENTRE (SDC)

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<http://www.seu.ac.lk/sdc/index.php>

University Park, Oluvil # 32360

directorsdc@seu.ac.lk

Director: 067-2255192

General: 067 2255062 - 64, (Fax: 067-2255192)

04.06.2019

The Vice-Chancellor
Deans of the Faculties
The Registrar
The Bursar
The Librarian
Heads of the Department

Dear Sir/ Madam,

Calling Application for Preparatory Course on “Official Language Proficiency Examination (Sinhala) Level – I/ II” for Academic/ Executive Staff

I would like to inform you that SDC of SEUSL is prepared to conduct the above preparatory course for Academic and Administrative Staff members for the year 2019.

The Sinhala Language Proficiency of our University Staff is much required where the considerable number of the students are Sinhalese. Also this proficiency is a must for those who recruited on or after 01.07.2013 as per the Section 02 of Management Service Circular No. 01/2014 of 25.09.2014 and if failed to acquire the required proficiency, action should be taken to stop the payment of salary increments immediately until fulfil the relevant proficiency (Section 08). Further, those who joined the service prior to 01.07.2013 acquire the language proficiency at their own desire, such officers will become eligible to receive the incentive (Section 09). This circular has been adopted by the UGC in the Establishment Circular Letter No. 06/2015 dated of 21st of May, 2015. The written tests are conducted by the Department of Examinations on behalf of the Department of Official Languages and the Oral tests by the Department of Official Languages, twice a year (March/ September).

Target Group : Academic & Administrative Staff (40 Nos.)
Commencement : 19.06.2019, Wednesday
Time : 02.00 p.m. to 04.00 p.m. (Every Wednesday will be conducted)
Duration : 150 hrs. (Only 50 hrs. will be covered for the year 2019) – **Phase I**
Venue : SDC Auditorium, SEUSL, Oluvil

Application: I shall be grateful to you if you could encourage your staff members to apply for this preparatory course and intent staff are kindly requested to fill out the application form and send it to Director/ SDC **on/ before 14.06.2019** using the enclosed application form.

Therefore, we would be very much thankful if you could kindly circulate this message among your staff members.

Thank you.

Yours faithfully,

Dr. A. Rameez
Director