

Guidelines for Resource Persons

National Institute of Language Education and Training (NILET)

Guidelines issued to resource persons conducting 100/150/200-hour Sinhala/Tamil language training programmes.

These guidelines have been issued to implement Government Language Policy in accordance with Public Administration Circular No. 18/2020 and Management Services Circular No. 01/2023.

The National Institute of Language Education and Training (NILET) invites applications from qualified language instructors/resource persons to be included in the 2025 roster of trainers for 100, 150, and 200-hour Sinhala/Tamil language training programmes. Selection will be subject to the conditions outlined below.

All resource persons must strictly adhere to the instructions provided in Annexure 01. Please also note that this appointment will be valid only from 01 January 2025 to 31 December 2025.

Key Guidelines:

1. Resource persons must provide their services in a manner that contributes to the implementation of the Government Language Policy and promotes national harmony and co-existence.
2. All training materials, lesson plans, and activities provided by NILET for these programmes are strictly for official use and must be safeguarded and not misused.
3. No written or verbal statements or actions that may harm the reputation of NILET, its staff, or other resource persons should be made.
4. This is not a permanent position. Resource persons will be included in the official roster to provide services as language instructors when necessary.
5. Once registered as a language instructor/resource person, you are not entitled to exert any undue influence to obtain assignments or activities. All decisions regarding allocations will be made by the Director General of NILET.
6. If you are employed in the Government/Public Sector or engaged in another profession, you must ensure that your official duties are not hindered by this engagement.
7. The approved hourly allowance for graduates is Rs. 900.00 per hour and Rs. 800.00 per hour for other resource persons. No additional payments or benefits are permitted, and charging students extra fees or providing food, lodging, or transport on a cost basis is strictly prohibited.
8. When assigning work, a maximum of 9 hours per day may be allocated for non-government-employed resource persons (to be confirmed by Grama Niladhari certification) and 6 hours per day for government employees (outside their official working hours). All

attendance and teaching records must be accurately submitted.

9. Any fees collected for programmes must be deposited directly into the official NILET bank account only: Director General, Bank of Ceylon, Homagama Branch, A/C No. 7442918.

Personal or third-party accounts must not be used.

10. Official seals must not be prepared or used under the NILET name or the title of language instructor/trainer without authorisation.

11. Participation in teacher training and capacity-building programmes organised by NILET is mandatory.

12. Resource persons may not conduct multiple programmes simultaneously within the same timeframe. Violation may result in cancellation of authorisation.

13. Only NILET-issued certificates may be awarded to programme participants. Resource persons are not authorised to issue any other certificates or letters.

(Annexure 01 includes detailed operational instructions for programme organisation, classroom/online delivery, and cultural events at the conclusion of training programmes.)