

සිප්තතු විදුහල්පති ස්ථාන මාරු පද්ධතිය

විදුහල්පති පරිශීලක මාර්ගෝපදේශය

මෙම මාර්ගෝපදේශය මගින් විදුහල්පතිවරුන්ට ලියාපදිංචි වීම, Profile සම්පූර්ණ කිරීම, ස්ථාන මාරු අයදුම්පත ඉදිරිපත් කිරීම, PDF බාගත කිරීම සහ අවශ්‍ය නම් අයදුම්පත ඉල්ලා අස්කර ගැනීම පිළිබඳ උපදෙස් ලබාදේ.

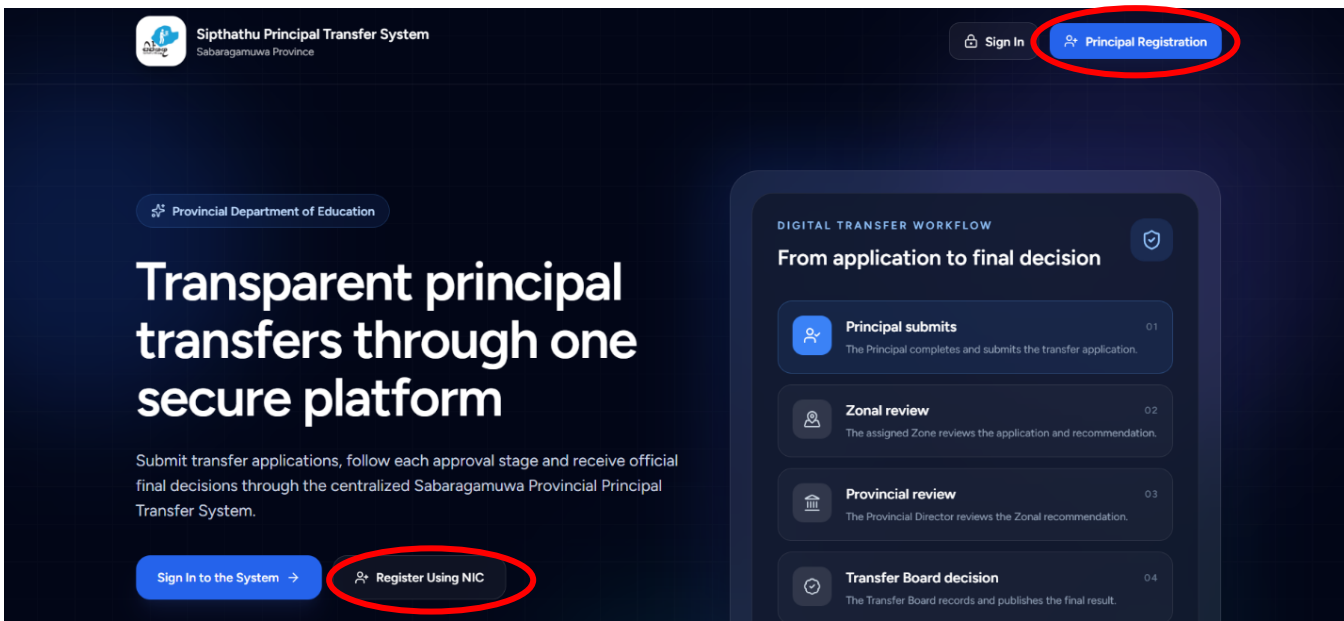
පියවර 1 – විදුහල්පතිවරයෙකු ලෙස ලියාපදිංචි වීම

1. පද්ධතිය විවෘත කරන්න

www.samis.lk වෙත පිවිසෙන්න.

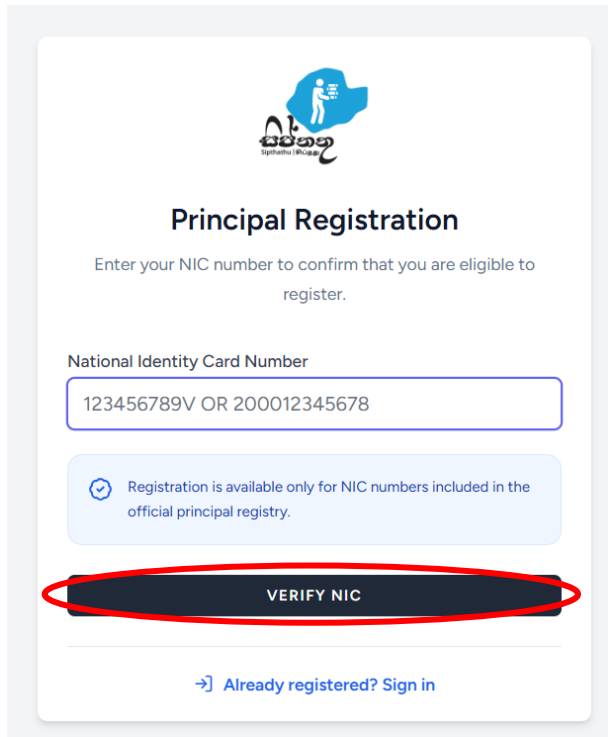
2. ලියාපදිංචිය ආරම්භ කරන්න

'Register Using NIC' හෝ 'Principal Registration' ක්ලික් කරන්න.



3. NIC සහතිකය

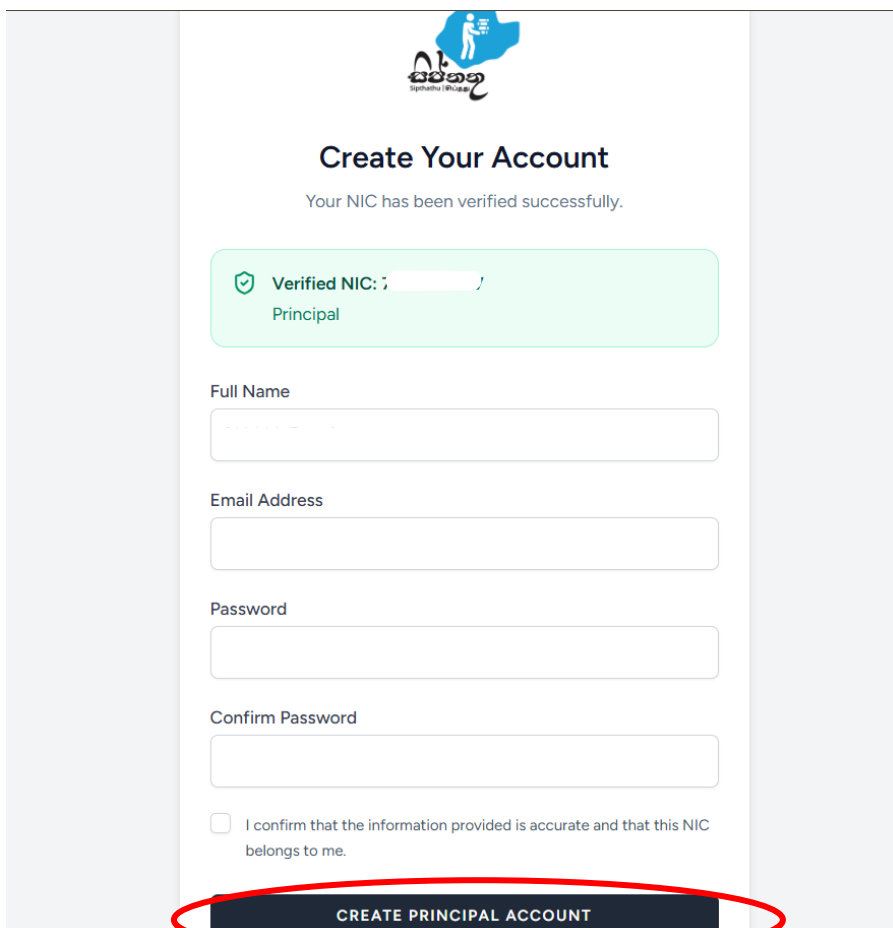
NIC අංකය ඇතුළත් කර 'Verify NIC' ක්ලික් කරන්න.



The image shows a 'Principal Registration' form. At the top is the logo of the Department of Education, Sri Lanka. Below the logo, the title 'Principal Registration' is displayed. A message states: 'Enter your NIC number to confirm that you are eligible to register.' There is a text input field for the 'National Identity Card Number' containing the text '123456789V OR 200012345678'. Below this field is a blue box with a checkmark icon and the text: 'Registration is available only for NIC numbers included in the official principal registry.' At the bottom of the form is a dark blue button with the text 'VERIFY NIC' in white, which is circled in red. Below the button is a link that says '→ Already registered? Sign in'.

4. ගිණුම සාදන්න

Email, Password සහ Confirm Password ඇතුළත් කර තහවුරු කිරීම සලකුණු කර 'Create Principal Account' ක්ලික් කරන්න.

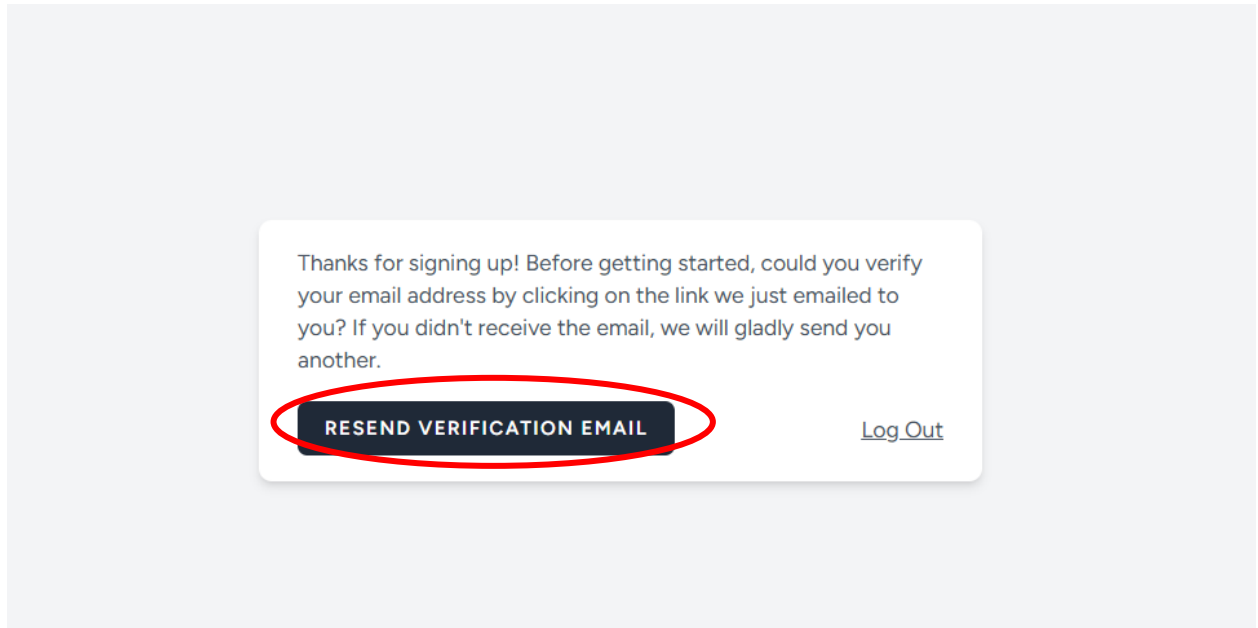


The image shows a 'Create Your Account' form. At the top is the logo of the Department of Education, Sri Lanka. Below the logo, the title 'Create Your Account' is displayed. A message states: 'Your NIC has been verified successfully.' Below this message is a green box with a checkmark icon and the text: 'Verified NIC: 123456789V Principal'. There are four text input fields: 'Full Name', 'Email Address', 'Password', and 'Confirm Password'. At the bottom of the form is a dark blue button with the text 'CREATE PRINCIPAL ACCOUNT' in white, which is circled in red. Above the button is a checkbox with the text: 'I confirm that the information provided is accurate and that this NIC belongs to me.'

පියවර 2 – Email තහවුරු කිරීම

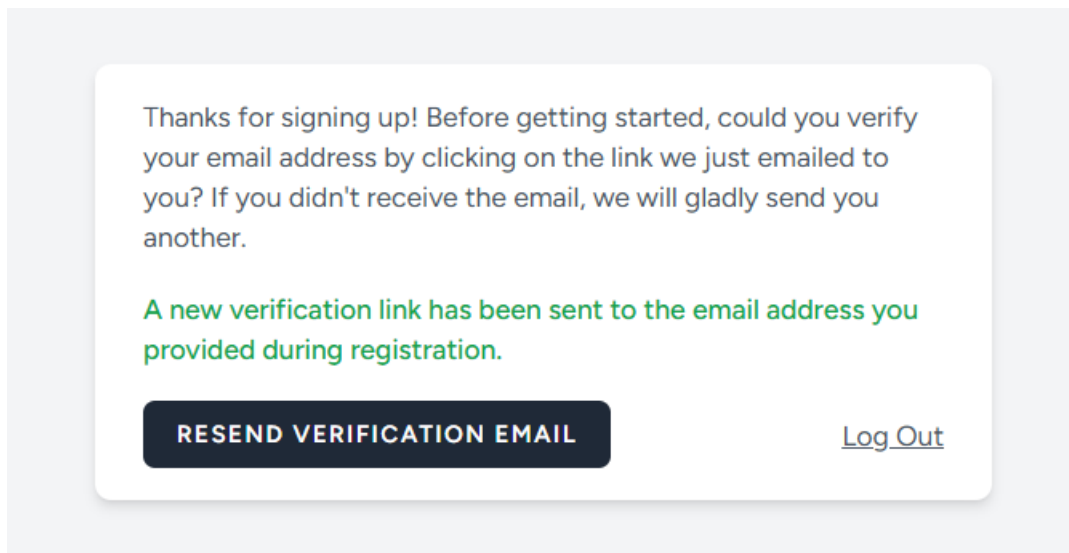
1. Verification Email

'Resend Verification Email' ක්ලික් කරන්න.



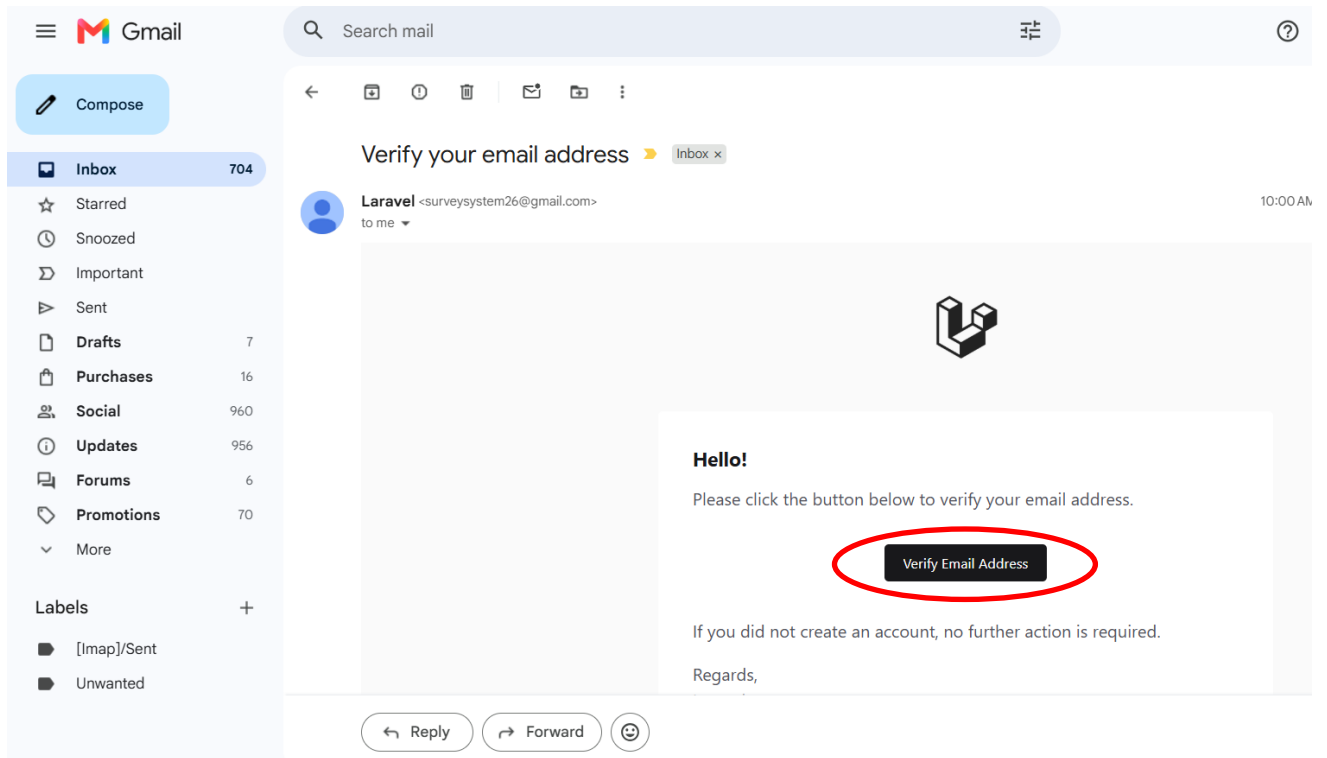
2. Email පරීක්ෂා කිරීම

Email ලැබුණු බවට පණිවිඩයක් පහත පරිදි දිස්වේ.



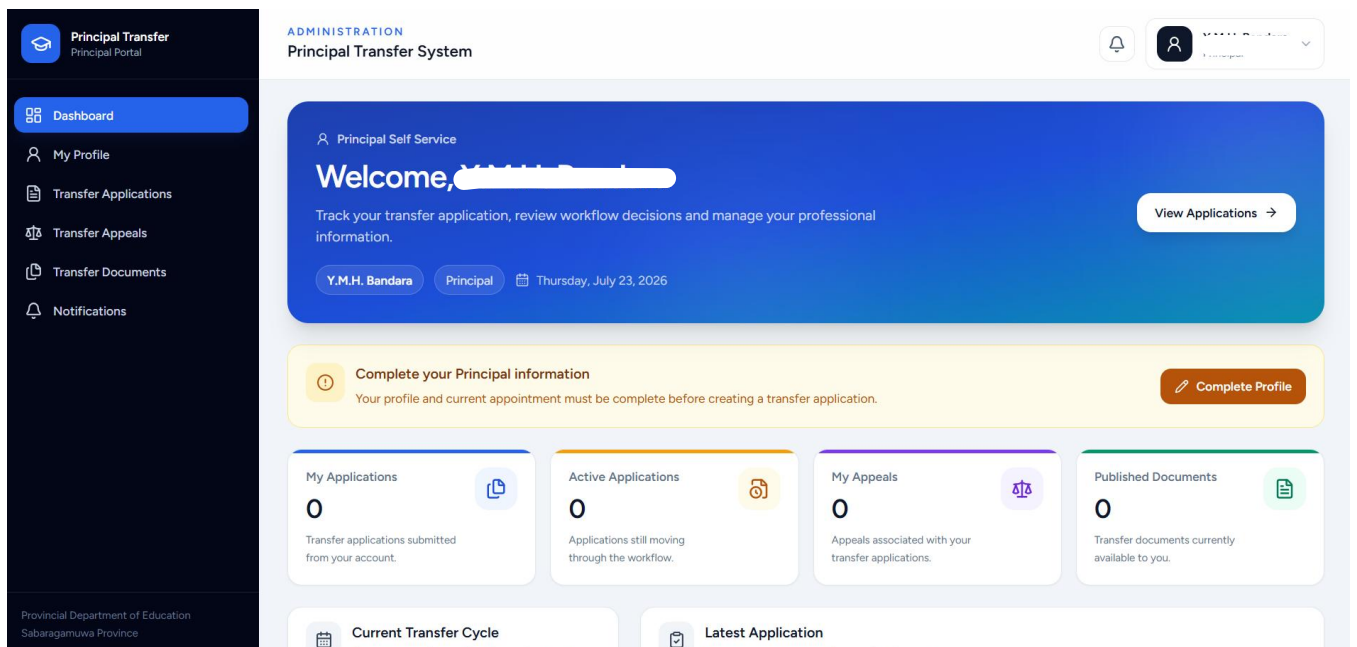
3. Verify Email

ලැබුණු Email පණිවිඩය විවෘත කර 'Verify Email Address' ක්ලික් කරන්න.



4. ගිණුමට පිවිසීම

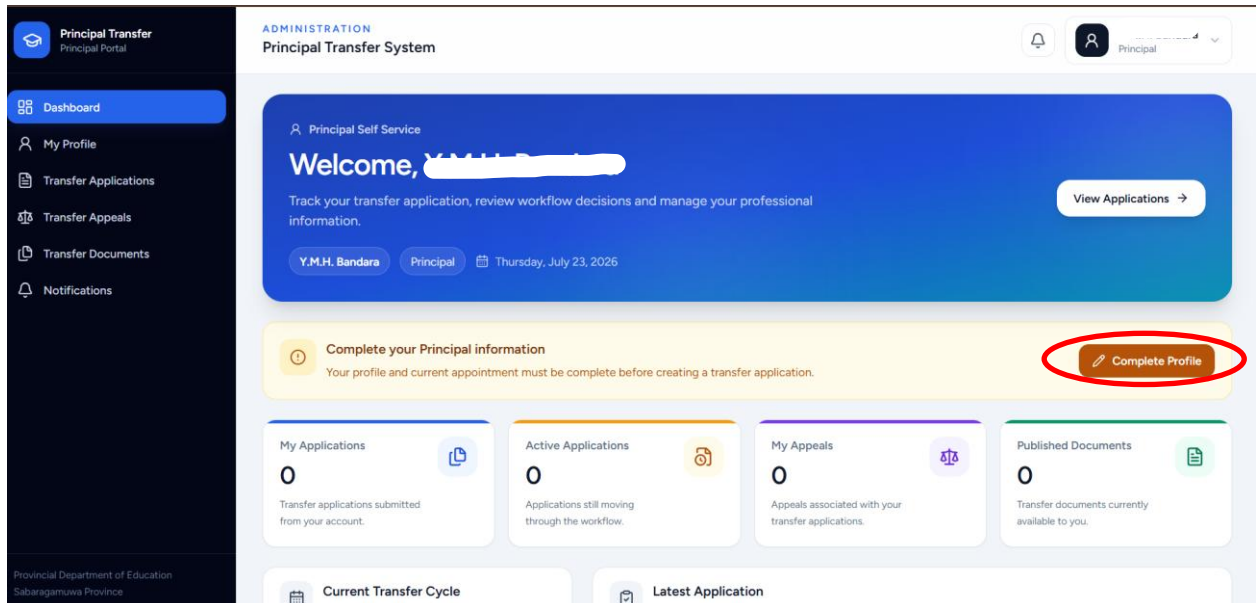
තහවුරු කිරීමෙන් පසු ඔබේ ගිණුම වෙත පිවිසෙයි.



පියවර 3 – තොරතුරු සම්පූර්ණ කිරීම

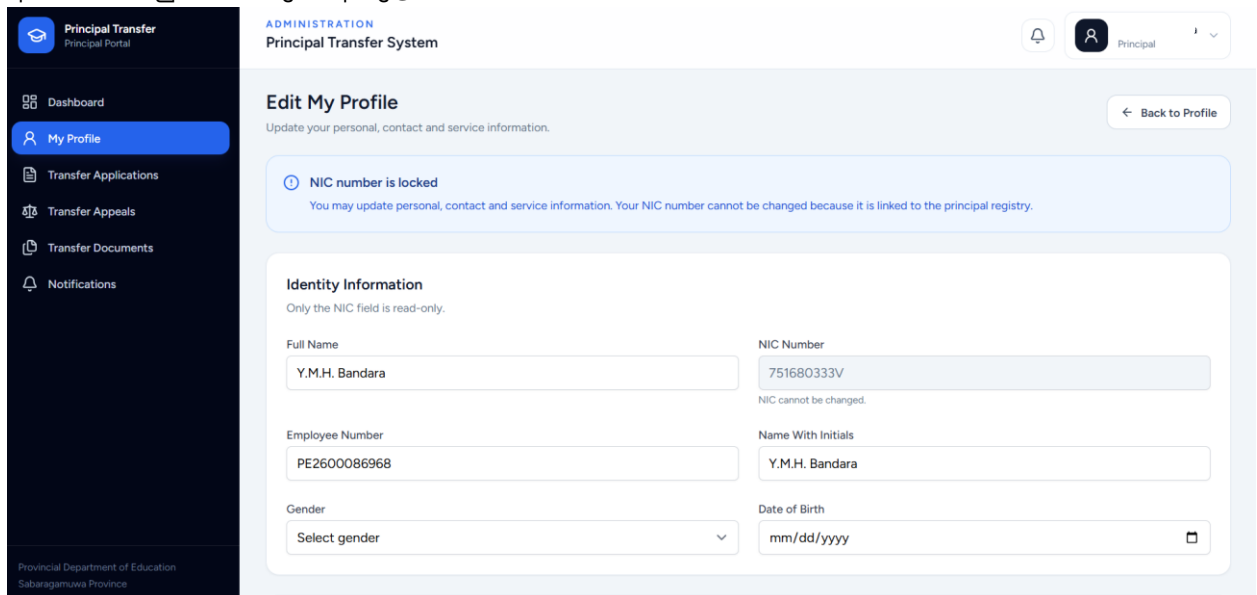
1. ගිණුමේ තොරතුරු සම්පූර්ණ කිරීම ආරම්භ කිරීම

'Complete Profile' ක්ලික් කරන්න.



2. තොරතුරු සම්පූර්ණ කිරීම

අවශ්‍ය සියලු තොරතුරු ඇතුළත් කරන්න.



3. Save කිරීම

සියලු තොරතුරු ඇතුළත් කිරීමෙන් පසු පිටුවේ යට ඇති 'Profile Information is Complete' සලකුණු කර 'Save Changes' ක්ලික් කරන්න.

The screenshot shows the 'My Profile' page with a sidebar on the left containing links to Dashboard, My Profile, Transfer Applications, Transfer Appeals, Transfer Documents, and Notifications. The main content area has a 'Qualifications Summary' section with a text input field for 'Enter academic and professional qualifications', a 'Notes' section with a text input field for 'Add any relevant notes', and a confirmation message 'Profile information is complete' with a subtext 'Confirm that the information entered above is complete'. At the bottom right, there are 'Cancel' and 'SAVE CHANGES' buttons. The 'SAVE CHANGES' button is circled in red.

පියවර 4 – සේවා තොරතුරු ඇතුළත් කිරීම

1. වත්මන් පත්වීම් තොරතුරු ඇතුළත් කිරීම(Current Appointment)

Save කිරීමෙන් පසු පහත පිටුව වෙත පිවිසේ. අංක 1 හි පෙන්වා ඇති add current appointment ක්ලික් කිරීම මගින් වත්මන් පත්වීම් තොරතුරු ඇතුළත් කරන්න. පසුව අංක 2 හි පෙන්වා ඇති add appointment මගින් පැරණි සේවා තොරතුරු ඇතුළත් කරන්න.

The screenshot shows the 'Principal Transfer System' interface. The left sidebar contains links to Dashboard, My Profile, Transfer Applications, Transfer Appeals, Transfer Documents, and Notifications. The main content area has a 'Current Appointment' section with a message 'No current appointment has been recorded. Add your current school appointment before creating a transfer application.' and a button '+ Add Current Appointment' circled in red and labeled with a red box containing the number 1. Below this is an 'Appointment History' section with a message 'No appointment history has been recorded. Add the current or previous appointment records to complete your service history.' and a button '+ Add Appointment' circled in red and labeled with a red box containing the number 2. The table below the history section has columns for SCHOOL, DESIGNATION, TYPE, START DATE, END DATE, STATUS, and ACTIONS.

SCHOOL	DESIGNATION	TYPE	START DATE	END DATE	STATUS	ACTIONS
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2. Appointment History

පෙර පත්වීම් තොරතුරු සඳහා එම පිටුවේ පහලින් ඇති 'Current Appointment' සලකුණු නොකරන්න.

In previous appointments ensure 'Current Appointment' is unticked.

Principal Transfer
Principal Portal

ADMINISTRATION
Principal Transfer System

Appointment Details
Select the zone first, then choose a school belonging to that zone.

Zone: Select zone
School: Select zone first

Designation: Principal
Appointment Type: Permanent

Appointment Number:
Appointment Date: mm/dd/yyyy

Start Date: mm/dd/yyyy
End Date: mm/dd/yyyy

☒ **Current Appointment**
Selecting this automatically clears any existing current appointment and clears the end date.

Remarks:

3. සම්පූර්ණ ගිණුම

ඔබගේ සම්පූර්ණ කරන ලද තොරතුරු පහත පරිදි දිස්වේ.

Principal Transfer
Principal Portal

ADMINISTRATION
Principal Transfer System

Personal Information
Your identity and contact details

Full Name:
NAME WITH INITIALS:
NIC NUMBER:
EMPLOYEE NUMBER:
GENDER: Not recorded
DATE OF BIRTH: Not recorded

Contact Information

MOBILE NUMBER: Not recorded
ALTERNATE NUMBER: Not recorded
PERSONAL EMAIL: Not recorded
RESIDENTIAL ADDRESS: Not recorded

Service Information

SERVICE CATEGORY: Sri Lanka Principals Service
SERVICE GRADE: Not recorded
FIRST APPOINTMENT DATE: Not recorded
PRINCIPAL SERVICE ENTRY DATE: Not recorded
RETIREMENT DATE: Not recorded
EMPLOYMENT STATUS: Active

Current Appointment
Your current official school appointment

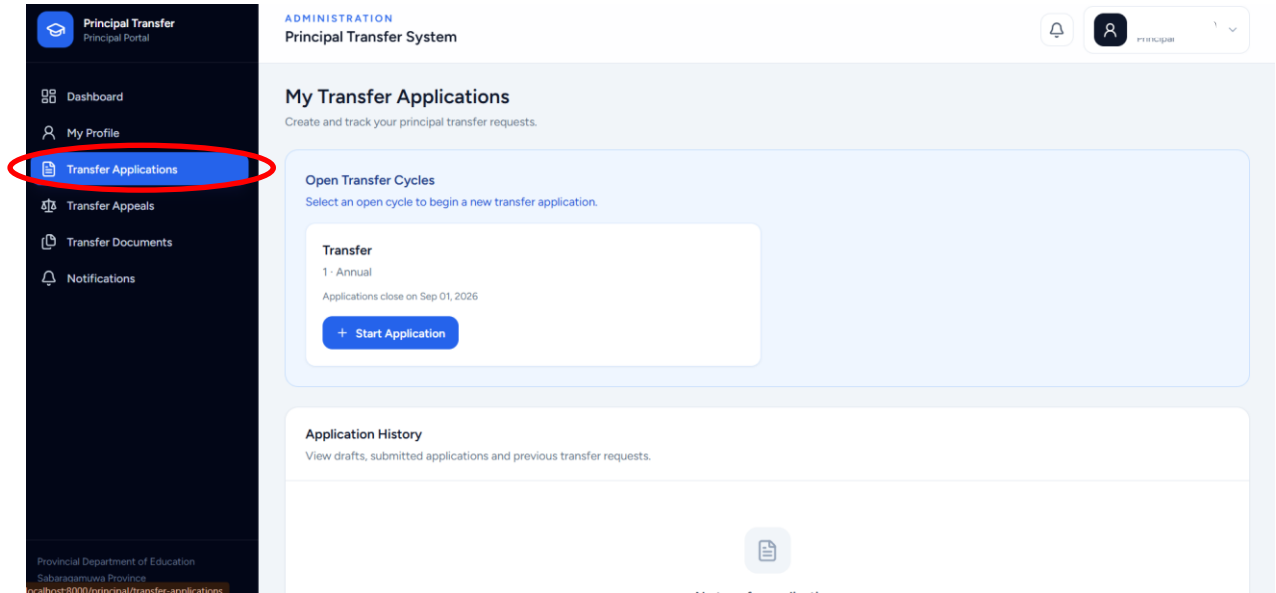
[Edit Current Appointment](#)

DESIGNATION	APPOINTMENT TYPE	SCHOOL	START DATE
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පියවර 5 – ස්ථාන මාරු අයදුම්පතට පිවිසීම.

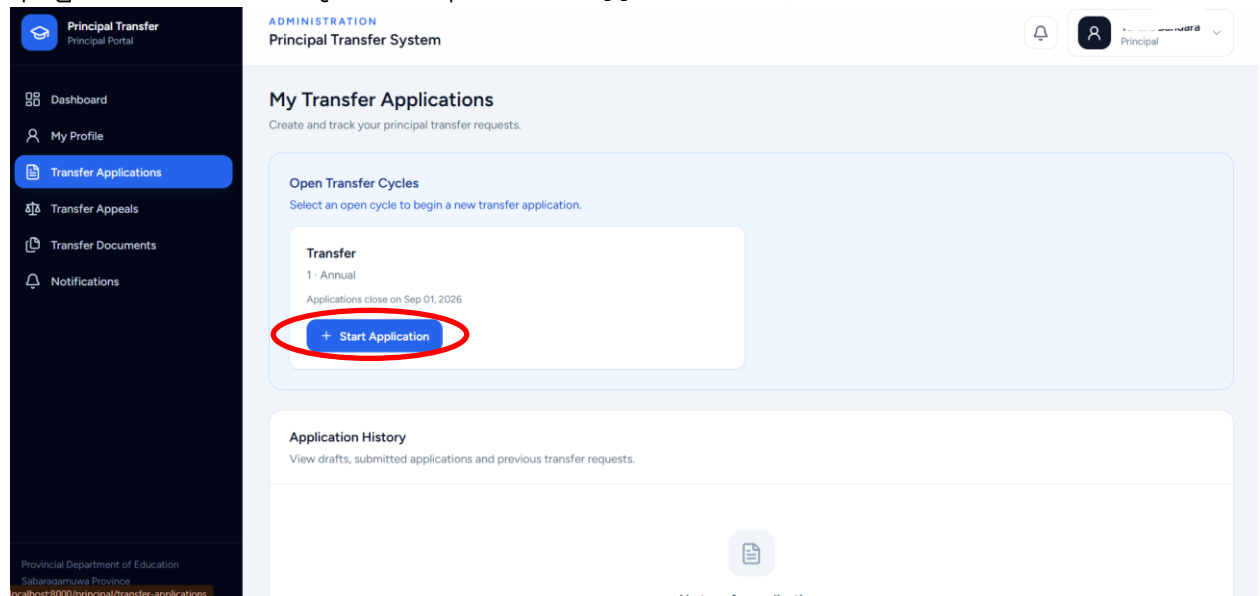
1. ස්ථාන මාරු අයදුම්පත ලබා ගැනීම.

වම් පස ඇති Transfer Applications ක්ලික් කරන්න.



2. Start Application

අයදුම්පතට පිවිසීම සඳහා එහි ඇති 'Start Application' ක්ලික් කරන්න.



3. අයදුම්පත සම්පූර්ණ කිරීම.

සියලු තොරතුරු ඇතුළත් කිරීමෙන් පසුව පිටුවේ පහතින් ඇති 'Save as Draft' ක්ලික් කරන්න. එවිට අයදුම්පත පසුව බැලීමට, නැවත සැකසීමට සහ සම්පූර්ණ කර ඉදිරිපත් කිරීමට අවස්ථාව ලැබේ.

The screenshot shows the 'Principal Transfer System' interface. On the left is a dark sidebar with a menu: 'Dashboard', 'My Profile', 'Transfer Applications' (highlighted), 'Transfer Appeals', 'Transfer Documents', and 'Notifications'. The main content area has a header 'ADMINISTRATION Principal Transfer System' and a user profile 'Y.M.H. Bandara Principal'. Below this is a 'Mutual Transfer' section with a checkbox and a note. The 'School Preferences' section has a '+ Add Preference' button and a table with one row for 'Preferred School' (with a dropdown) and 'Preference Reason' (with a text input). Below that is a 'Principal Remarks' text area. At the bottom right, there are 'Cancel' and 'SAVE AS DRAFT' buttons, with the latter circled in red.

4. Edit/Delete Draft

අවශ්‍ය නම් Draft සංස්කරණය කිරීමට හෝ මකා දැමීමට හැකිය.

The screenshot shows the 'Draft Application #1' page. At the top, a green banner says 'Transfer application saved as a draft.' Below this, the title 'Draft Application #1' is followed by 'Transfer' and two buttons: 'Edit Draft' and 'Delete', both circled in red. The main content area is divided into two columns. The left column, 'Transfer Request', shows 'STATUS: Draft', 'CURRENT SCHOOL: Kuruwita Central College', 'CURRENT APPOINTMENT START: January 01, 2005', 'TRANSFER REASON: Long Service', 'CURRENT DESIGNATION: Principal', and 'SERVICE AT CURRENT SCHOOL: 259 month(s)'. The right column, 'Application Timeline', shows 'Created: Jul 23, 2026, 10:35 AM', 'Submitted: Not available', 'PDF Generated: Not available', and 'Withdrawn: Not available'. At the bottom, there is a 'School Preferences' section with the text 'Schools selected in priority order'.

පියවර 6 – අයදුම්පත ඉදිරිපත් කිරීම

Submit Application

පිටුවේ පහතින් ඇති ප්‍රකාශය සලකුණු කර 'Submit Application' ක්ලික් කරන්න.

Principal Transfer System

Principal

CURRENT APPOINTMENT START: January 01, 2005

SERVICE AT CURRENT SCHOOL: 259 month(s)

DETAILED EXPLANATION: vhdjcvdjc fvhdvdfih hciddchio dcjydcvhill vkdcxox

School Preferences: Schools selected in priority order

1 Ratnapura Division - Ratnapura Zone

Final Submission

Confirm that the information is correct. After submission, the application cannot be edited.

☐ I certify that the information provided is accurate.

[Submit Application](#)

පියවර 7 – PDF බාගත කිරීම

Download PDF

'Download PDF' හෝ 'Download Submitted PDF' ක්ලික් කරන්න.

Principal Transfer System

1-000001

Transfer

Transfer Request

STATUS: Submitted

TRANSFER REASON: Long Service

CURRENT SCHOOL: Ratnapura Division - Ratnapura Zone

CURRENT DESIGNATION: Principal

CURRENT APPOINTMENT START: January 01, 2005

SERVICE AT CURRENT SCHOOL: 259 month(s)

DETAILED EXPLANATION: vhdjcvdjc fvhdvdfih hciddchio dcjydcvhill vkdcxox

Submitted Application PDF

Download the official PDF copy generated when this application was submitted.

[Download PDF](#)

Download Submitted PDF Submitted

පියවර 8 – අයදුම්පත ඉල්ලා අස්කර ගැනීම

Withdraw Application

හේතුව සඳහන් කර 'Withdraw Application' ක්ලික් කරන්න.

The screenshot shows the 'Principal Transfer System' interface. On the left is a dark sidebar with a 'Principal Transfer' header and a menu including 'Dashboard', 'My Profile', 'Transfer Applications' (highlighted), 'Transfer Appeals', 'Transfer Documents', and 'Notifications'. The main content area has a top bar with 'ADMINISTRATION' and 'Principal Transfer System'. Below this, there's a green box for 'Submitted Application PDF' with a 'Download PDF' button. A 'School Preferences' section lists 'Ferguson High School' as the first choice. The 'Withdraw Application' section, highlighted with a red box, contains a text area for 'Explain why you are withdrawing' and a red 'Withdraw Application' button. A note states: 'The submitted PDF will remain available after withdrawal.'

වැදගත් සටහන්

- වලංගු Email ලිපිනයක් භාවිතා කරන්න.
- Profile සම්පූර්ණ කිරීමෙන් පසු පමණක් අයදුම්පත ඉදිරිපත් කරන්න.
- අවසන් ඉදිරිපත් කිරීමට පෙර සියලු තොරතුරු පරීක්ෂා කරන්න.
- PDF පිටපත සුරක්ෂිතව තබා ගන්න.