



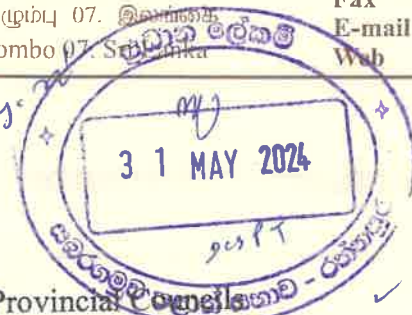
8295  
கௌரவம்

**ශ්‍රී ලංකා සංවර්ධන පරිපාලන ආයතනය**  
**இலங்கை அபிவிருத்தி நிர்வாக நிறுவகம்**  
**SRI LANKA INSTITUTE OF DEVELOPMENT ADMINISTRATION**  
 (Ministry of Public Services, Provincial Councils & Local Government)



|   |  |  |
|---|--|--|
| තැ.පෙ. } 1123<br>த.பெ-இ }<br>P.O. Box } | 28/10, මලලසේකර මාවත, කොළඹ 07. ශ්‍රී ලංකාව<br>28/10, மலலசேகர மாவத்தை, கொழும்பு 07. இலங்கை<br>28/10, Malalasekara Mawatha, Colombo 07, Sri Lanka | Telephone : 94 11 5980200<br>Fax : 94 11 2584406<br>E-mail : mail@slida.lk<br>Web : www.slida.lk |
|---|--|--|

My No: SLIDA/CL/5/COM/AGP/2019



31 May 2024

Secretaries of Ministries/ Chief Secretaries of Provincial Councils  
 Heads of Departments/ CEOs of State Owned Enterprises  
 District Secretaries  
 Divisional Secretaries

Handwritten signature  
 31/5/24

Dear Sir/Madam,

**CALLING APPLICATIONS FOR LANGUAGE COURSES - 2024**

We are pleased to inform you that SLIDA is currently accepting applications for the following professional language courses.

1. Diploma in Professional English - 240 hours
2. Diploma in Tamil - 240 hours
3. Diploma in Sinhala - 240 hours
4. Certificate in English for Careers - 120 hours
5. Certificate in Tamil - 150 hours
6. Certificate in Sinhala - 150 hours
7. Speech craft Training programme with Toastmasters International - 20 hours

To web

The summary of each course are mentioned overleaf. The information, brochures and application can be downloaded from the SLIDA website [www.slida.lk](http://www.slida.lk). Scanned copies of the completed applications, recommended by the head of the department should be sent to [language@slida.gov.lk](mailto:language@slida.gov.lk) by 28 June 2024. Classes are scheduled to start in July 2024.

For further information, please contact the Centre for Language Studies of SLIDA during office hours on 011-5980261 / 262.

Thank you.

Yours faithfully

**Nalaka Kaluwewe**  
 Director General

| S.No | Course Name   | Course Fee Rs. | Duration            | Held On   |
|------|---|----------------|---------------------|---|
| 1.   | Diploma in Professional English                                 | 92,000.00      | 240 hrs<br>1 Year   | <ul style="list-style-type: none"> <li>▪ Every Saturdays<br/>From 08.30 a.m. to 03.30 p.m.</li> <li>▪ Weekdays (Monday + Wednesday)<br/>From 05.00 p.m. to 08.00 p.m.</li> </ul>  |
| 2.   | Diploma in Tamil  | 92,000.00      | 240 hrs<br>1 Year   | <ul style="list-style-type: none"> <li>▪ Every Sundays<br/>From 08.30 a.m. to 03.30 p.m.</li> <li>▪ Weekdays (Friday)<br/>From 09.00 a.m. to 04.00 p.m.</li> </ul>  |
| 3.   | Diploma in Sinhala  | 92,000.00      | 240 hrs<br>1 Year   | <ul style="list-style-type: none"> <li>▪ Every Sundays<br/>From 08.30 a.m. to 03.30 p.m.</li> <li>▪ Weekdays (Friday)<br/>From 09.00 a.m. to 04.00 p.m.</li> </ul>  |
| 4.   | Certificate in English for Careers                              | 46,000.00      | 120 hrs<br>6 Months | <ul style="list-style-type: none"> <li>▪ Every Sundays<br/>From 8.30 a.m. to 3.30 p.m.</li> <li>▪ Weekdays (Tuesday + Thursday)<br/>From 5.00 p.m. to 8.00 p.m.</li> <li>▪ Weekdays (Full day)<br/>From 9.00 a.m. to 4.00 p.m.</li> </ul> |
| 5.   | Certificate in Tamil  | 55,000.00      | 150 hrs<br>7 Months | <ul style="list-style-type: none"> <li>▪ Every Sundays<br/>From 08.30 a.m. to 03.30 p.m.</li> <li>▪ Weekdays (Friday)<br/>From 09.00 a.m. to 04.00 p.m.</li> </ul>  |
| 6.   | Certificate in Sinhala  | 55,000.00      | 150 hrs<br>7 Months | <ul style="list-style-type: none"> <li>▪ Every Sundays<br/>From 08.30 a.m. to 03.30 p.m.</li> <li>▪ Weekdays (Friday)<br/>From 09.00 a.m. to 04.00 p.m.</li> </ul>  |
| 7.   | Speech craft Training programme with Toastmasters International | 35,000.00      | 20 hrs<br>10 Days   | <ul style="list-style-type: none"> <li>▪ Once a week<br/>From 5.00 p.m. to 7.00 p.m.</li> </ul>   |



|                       |  |                           |
|-----------------------|--|---------------------------|
| 7. Official Address : |  | Tele No :<br><br>Fax No : |
| 8. Private Address :  |  | Mobile No :               |
| 9. Email :            |  |                           |

**Nomination by the Head of the Institution.**

Director General / SLIDA

I recommend and forward the application of Mr. / Ms. of this institution for the above course. The course fee will be/ will not be paid by the institution.

.....

Date

.....

Signature

.....

Name and Designation  
(Stamp)

*Please send the application by registered post or email.*

*Course Coordinator,  
Centre for Language Studies ,  
Sri Lanka Institute of Development Administration ,  
No. 28/10, Malalasekera Mawatha, Colombo 07.*

*Tel No – 011 5980261/262*

*Fax – 011 5898505*

*Email – [language@slida.gov.lk](mailto:language@slida.gov.lk) (simple letters)*