Post applying for Annexure 1 For office use

 **APPLICATION FORM**

**(For PS Category posts)**

Application for the post of……………………………………..……………………………………………… of………………………………………………………….………….(Name of the Project), Ministry of Transport & Highways

**1) Post applying for**: …..………………………………………………………………………………………………

 (If applying for more than one post, separate application should be submitted for each post)

**2) Name with Initials**

(In Sinhala) ………………………………………………………………………………………………………

මයා/මිය/මෙනවිය

(In English / Block capital letters ) Mr./ Mrs. / Miss:

……………………………………………………………………………………………………………………

**3) Names denoted by the initials**

 (In Sinhala) ….……..……………………………………………………………………………………………..

 (In English / Block capital letters)

……………….…………………………………………………………………………………………

**4) Nationality: ………………………………..**

**5) Gender: Female / Male:** ……………………………………

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |

**6) National identity card No:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |

**7) Date of birth:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |

**8) Age:**

 (As at application closing date)

**9) Residence details:**

|  |
| --- |
| Address  |
| Telephone No. | Mobile No. | E - Mail |
|  |  |  |

**10) Educational Qualifications:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No | Course Name | Degree/ P.G. Degree/ P.G Diploma/ Diploma | Subject/ Relevant filed | Validity Date  | University/ Training institute |
| 01 |  |  |  |  |  |
| 02 |  |  |  |  |  |
| 03 |  |  |  |  |  |

**11) Professional qualifications:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No | Professional qualification | Validity Date | Institution | NVQ level |
| 01 |  |  |  |  |
| 02 |  |  |  |  |
| 03 |  |  |  |  |

**12) Relevant Trainings:**

|  |  |  |  |
| --- | --- | --- | --- |
| Training Name | Institute | Period | Relevant Field |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**13. 1) Present Working Place**

|  |
| --- |
| Institute / Office Name and Address  |
| Telephone No. | Fax No. | E - Mail |
|  |  |  |

**13. 2) Details of Present Position**

|  |  |  |  |
| --- | --- | --- | --- |
| Institution | Present Position | Responsibilities | No of Years |
|  |  |  |  |

**14) Previous Experiences**

|  |  |  |  |
| --- | --- | --- | --- |
| Institution | Positions held | Responsibilities | No of Years |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**15) Details of previous releasement from the substantive post – if any**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of the Project / Institution  | Positions held  | Time duration from-to | No of years | Releasement basis |
|  |  |  |  | Full time(with full -Pay) | Full time(with No -Pay) | Acting |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**16) List of Certificates / Letters regarding experience / Providing Documents (list all)**

1. Annex 01 - ………………………………………………
2. Annex 02 - ………………………………………………
3. ………………………………………………
4. ……………………………………………….

**(The details mentioned in the application which does not attach the verification documents will not be considered for selection.**

**17) Certification of the Applicant**

I certify that I have read the Notice regarding calling for application and fully understood all the details about this application. I confirm that there are no judicial proceedings or disciplinary inquiries against me and I certify that the information provided by me in this application is true and correct. I am aware that, I am not eligible for the post if the information I have provided is found to be incorrect and I have bound with the rules and regulations which are mentioned in the 1/2019 Management Services Circular.

Date: ………………………………. ……………..……………………………..

 Signature of applicant

**Recommendation of the DG RDA / Institution Head**

**(When the applicant is a permanent officer of the Government or Semi-Government Institution, the below recommendation is essential)**

* I hereby submit below mentioned information about this applicant Mr./Mrs./Miss. …………………………………………………………………………………………..………… (Name of the applicant) who has been serving as a ……………………………………..……………….... (Substantive post of the applicant) in Road Development Authority / ………………………………………….……………………… (Name of the institution).

|  |  |  |  |
| --- | --- | --- | --- |
| PF Number | Permanent Designation  | First Appointment Date  | Confirmation Date  |
|  |  |  |  |

* I confirm that the details mentioned in the application are true and correct according to his/her personal file and there is no disciplinary action has been taken against him/her or there is no intention to take disciplinary action.
* Also below mentioned his/ her **previous released details** from the substantive post are checked with their personal file and confirmed.(if any)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of the Project / Institution  | Position held  | Time duration from-to | No of years | Released basis 1. Full time (with full -Pay)
2. Full time (with No -Pay)
3. Acting
 |
|  |  |  |  |  |
|  |  |  |  |  |

**If Applicable – Overseas No Pay Leave**

|  |  |  |
| --- | --- | --- |
| Year  | From | To  |
|  |  |  |

* With consideration of the above details and provisions stipulated in Management Services Circular No. 1/2019, He/ She could be **further released** and agreed to be released according to para (Select the basis)
* 2.3.3 (a) – Fulltime releasement with full pay basis /
* 2.3.3 (b) – Fulltime releasement with no pay leave basis /
* 2.3.3 (c) – Acting releasement basis

mentioned in said circular, for the period of ………………………… (Further released period) from his/ her substantive post if selected to this post.

Date: ………………………………… …………………………………..……………………………

Signature and seal of the DG (RDA) /

 Head of the Institution / Head of Department