

Post applying for

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Annexure 1

For office use

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APPLICATION FORM (For Supporting Staff Posts)

Application for the post of..... for
Projects, Ministry Of 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:

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7) Date of birth:

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8) Age:

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(As at application closing date)

9) Residence details:

Address	
Telephone No	
Mobile No	
E - Mail	

Office details:

Address	
Telephone No	
Fax No	
E - Mail	

10) Educational Qualifications:

- G.C.E. O/L (අ.පො.ස. / සා.පෙළ)

No	Subject	Grade	
		1 st Attempt Index No:	2 nd Attempt Index No:
01			
02			
03			

- GCE A/L (අ.පො.ස. / උ.පෙළ)

No	Subject	Grade	
		1 st Attempt Index No:	2 nd Attempt Index No:
01			
02			
03			

11) Other Qualifications - (Degree/ Diploma/ Certificates/ Trainings etc.)

No	Course Name	NVQ Level (If Any)	Subject / Relevant Field	Validity Date	University/Institute
01					
02					
03					

12) Experiences Gained:

I. Permanent Appointment Date:

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II. Designation:

III. Confirmation Date:

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Position	Institution	Period (From – to)	No of Years

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

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

14) Certificate / Letters regarding experience (Attach photocopy)

- I.
II.
III.

15) Certification of the Applicant

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

Date:

.....
Signature of applicant

17) Recommendation of the Head of the Institution
(For Government, Semi- Government officers and Permanent Officers)

01. I hereby certify that the below mentioned details are true and correct as per the details in Mr./Mrs./Miss. (Name of the applicant) personal file, who is submitted this application is serving in (Present Employment Place)

• PF Number	
• Permanent Designation	
• First Appointment Date	
• Confirmation Date	

02. Applicant is serving in (Present Employment Place) as a (Substantive post of the applicant) and no disciplinary action has been taken against him/her and there is no intention to take disciplinary action.

03.

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

Also, His/ her previous releasement details from the substantive post that are in above table are confirmed with their personal files.

04. After considering above details and provisions stipulated in Management Services Circular No: 1/2019, He/ She could be released and agreed to be released according to the Para 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 for the (Further releasement period) mentioned in said circular, from his/ her substantive post if selected to this post.

Date:

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 Signature and seal of Head of the Institute