Post applying for

Annexure 1
For office use

APPLICATION FORM

Application for the post of ……..…… for the ……Project, Ministry of Highways.

(…… Project)

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	

Office details: (Present Employment Place)

Address ……..... ..……. ……. .	
Telephone No	
Fax No	
E - Mail	

10) Educational qualifications:

No	Course Name	Degree/ P.G.Degree/ P.G Diploma/ Diploma	Subject/ Relevant filed	Validity date	Universit 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) Experience gained:

Position	Institution	Period (From – to)	No of Years

14).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. ……

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

Recommendation of the Head of the Institution

I hereby certify that the above details are true and correct as known to me and Mr./Mrs./Miss. …….. (Name of the applicant) who is submitted this application is serving 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.

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 entered with their personal files and confirmed. After considering those 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 2.3.3a/2.3.3.b/2.3.3c for the ……..(Further Releasement period)mentioned in said circular, from his/ her substantive post if selected to this post.

Date: …… …….

Signature and seal of head of the Institute