

Post applying for

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Annexure 1

For office use

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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/මනෙටිය

(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:

(As at application closing date)

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9) Residence details:

10) Educational Qualifications:

Address					
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11) Professional qualifications:

No	Course Name	Telephone No.	Mobile No.	Subject/ Degree/ P.G. Diploma/ Diploma	E - Mail	Validity Date	University/ Training institut
01							
02							
03							

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

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

Institution	Positions held	Responsibilities	No of Years

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)

- I. Annex 01 -
- II. Annex 02 -
- III.
- IV.

(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 (a) Full time (with full -Pay) (b) Full time (with No -Pay) (c) 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