Post applying for

Annexure 1

For office use

APPLICATION FORM

Application for the post of……..…… for Project, 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/මහෙවිය

(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: Office details:

Address
……
……..…
……
…….
……
…….

Telephone No
Mobile No
E - Mail

Address
……
……..…

Telephone No
Fax No
E - Mail

10) Educational Qualifications:

- G.C.E. O/L

(අ.පෙ.ස. / සා.පෙළ)

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

- GCE A/L

(අ.පෙ.ස. /උ.පෙළ)

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

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

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

12) Experiences in Road Development Authority:

02					
03					

I. Permanent Appointment Date:

II. Designation at RDA:

III. Confirmation Date:

Position	Period (From – to)	No of Years

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

Name of the Project / Institution	Position held	Time duration from-to	No of years	Releasment 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

16) Recommendation of the Head of the Institution

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 Road Development authority/ Government Institution

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

02. Applicant is serving in this institute 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	Releasment basis		
				Full time (with full -Pay)	Full time (with No -Pay)	Acting

Also His/ her previous releasment 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 releasment 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: ……

……..……

Signature and seal of Head of the Institute