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/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:

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	Univers Training institut
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

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

<u>If Applicable – Overseas No Pay Leave</u>

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