

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/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

10) Educational Qualifications:

No	Course Name	Degree/ P.G. Degree/ P.G Diploma/ Diploma	Subject/ Relevant filed	Validity Date	University/ 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. 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

Institution	Positions held	Responsibilities	No of Years

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

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 / Proving 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

- 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