

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:

| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|
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|--|--|--|--|--|--|--|--|--|--|

7) Date of birth:

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|--|--|--|--|--|--|--|--|--|--|
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|--|--|--|--|--|--|--|--|--|--|

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