

Application for the post of Western Provincial Director of **Education**

01. Name of the Officer :- Mr./Mrs./Miss

.....

02. Current Place of Work and Address :-

.....

.....

03. Current Position :-

04. Stream of the Officer :-

05. Date of Birth and N.I.C no :-

06. Date of Promotion to grade I of **SLEAS** :-.....

07. Details on no-pay leave taken during the period of service of grade I of **SLEAS** :-

| From | To | Years | Months | Days |
|-------|-------|-------|--------|-------|
| | | | | |
| | | | | |
| | | | | |

08. Active period of Service in Grade I as at the closing date of applications :-

Years..... Months..... Days.....

09. Particulars of the service experience gained during the period in grade I of Sri Lanka **Education Administrative Service.**

| Place of Work | Period of Service | | Period |
|---------------|----------------------|-----------------|-------------------|
| | Date of Commencement | Date of Leaving | Years Months Days |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

10. Particulars on “ Merits “shown in the **Education** Sector :-

(Complete the following particulars in relevance to 3rd para of the notice for calling applications)

1. Annual Performance Appraisal

Particulars on the ratings obtained in annual performance appraisals during the period immediately prior to date of interview (Write-off the words inapplicable)

| Year | Ratings obtained in Performance Appraisal |
|------|---|
| | Excellent/ Above average/ Satisfactory |
| | Excellent/ Above average/ Satisfactory |
| | Excellent/ Above average/ Satisfactory |
| | Excellent/ Above average/ Satisfactory |

2. Publications

*Relevant category- Publications published are categorized as (a) and (b) under merits in the 3rd para of the vacancy notice. Write the relevant category accordingly.

| Publications published | Relevant Category* |
|------------------------|--------------------|
| | |

3. Particulars on commendations and awards

(a) Particulars on commendations –

(Marks will be given only for commendations made in form “Gen .230 b”)

| Commendation received | Commendation received | | The relevant field for which the commendation is awarded for |
|-----------------------|-----------------------|------|--|
| | From whom | year | |
| | | | |

(b) Particulars on the awards

(State awards if any were awarded in the following table based on the categorization in the vacancy notice)

1. International awards received for the contribution to the **Education** sector –
 Awarded/ not awarded

| Name of the Award | Award received | | The relevant field for which the was awarded |
|-------------------|----------------|------|--|
| | From whom | year | |
| | | | |

2. National awards received for the contribution to the **Education** sector –
 Awarded/ not awarded

| Name of the Award | Award received | | The relevant field for which the was awarded |
|-------------------|----------------|------|--|
| | From whom | year | |
| | | | |

3. National/provincial level special awards received for the contribution to the **Education** sector- Awarded/ not awarded

| Name of the Award | Award received | | The relevant field for which the was awarded |
|-------------------|----------------|------|--|
| | From whom | year | |
| | | | |

I certify that the above furnished information is true and accurate.

.....
 Signature

Date:-

Secretary, Ministry of **Education**/ Provincial Secretary, Ministry **of Education**

I recommend and forward the application of Mr./Mrs./Miss
.....

.....

Signature of Head of the Institute/ Department

Name-

Position-

Date -

Secretary to the Governor,

Western Province.

I recommend and forward the application of Mr. /Mrs. / Miss.
.....

.....

Signature of Secretary, Ministry of **Education**

Name-

Position-

Date -