

Specimen Application

Application for the post of Provincial Director of Education in the Department of Education - North Western Province

Part "a"

1. (i) Name with initials: Mr./Mrs./ Miss.....
(ii) Full Name (in Sinhala) Mr./Mrs./ Miss
(in English) :.....
(iii) Name (As mentioned in the appointment letter) :.....

2. (i) Date of Birth - Year :..... Month :..... Date :.....
(ii) Age (For the closing date of application) Year :.....Months :..... Days:.....
(iii) Sex :.....

3. Addresses:
(i) Official address :.....
(ii) Tel. No. (Official) :.....
(iii) Permanent Address:.....
(iv) Tele. No. (Personal) :- Land:..... Mobile :.....

4. National Identity Card No; :.....

5. First date of Appointment in Sri Lanka Education Administrative Service:.....

6. (i) Date promoted to Sri Lanka Education Administrative Service Grade 1 :.....
(ii) Service period in Sri Lanka Education Administrative Service Grade 1 as at the closing date
:.....

7. Current position and the Service Station :.....

8. Educational Qualifications (Post Graduate Diploma/Post Graduate Degrees/M Phil/PhD)

Sr.No.	Post Graduate Diplomas/Post Graduate Degrees/ M Phil/PhD	Institute	Year

9. Service Experience

(Include the information from the date of admission to Sri Lanka Education Administrative Service Grade I to date)

Position	Grade in which the position belongs to	Service Station	Period	
			From	to

I do hereby certify that the above particulars furnished is true and correct, and I have earned the prescribed salary increments within the last five (5) years, and have not been subject to any disciplinary punishment, and no disciplinary action has been initiated.

Date :

.....

Signature of the Applicant



Certification of the Immediate Staff Officer in Charge of the Applicant's Personal File

Mr./Mrs./Miss. who submits this application

1. The particulars furnished from No. 1 to 7 is correct/incorrect.
2. Has obtained / not obtained half pay/ no pay leave from..... (the date on which prompted to the Sri Lanka Education Administrative Service Grade 1.) to.....
Particulars on half pay/ no pay leave, if obtained.

half pay leave	No. of days	No pay leave	No. of days
Fromto		Fromto	
Fromto		Fromto	
Fromto		Fromto	

3. (i) has earned / not earned the salary increments within immediately prior 05 years

Year	Annual salary increments have been earned / not earned	Performance Level

(ii) If salary increments have been deferred reasons to do so and the time period:

.....
.....

4. Has been subject to/not subject to Disciplinary action within immediately prior 05 years
Particulars, if any

Year	Disciplinary action concerned	Current situation

(It is mandatory to attach the copies of charge sheets, disciplinary orders, if issued..)

5. Subject to/ not subject to disciplinary punishment as provided in Public Service Commission Circular No. 01/2020
6. Convicted/ Not convicted by a court
7. The requirements specified in the notice have been satisfied/ not satisfied

.....
Date

.....
Signature of the staff officer
Name:
Official Seal:

Part "b"

Recommendation of the Head of the Department:

I do hereby certify that I have checked the personal file of, the aforesaid officer who has submitted the above information and accordingly certify that the information furnished is correct and this officer has completed five years of active and satisfactory service immediately prior to the date of 24.04.2023, and during that period, he/she has earned the prescribed salary increments and, no disciplinary action has been taken against him/her and no intention to take such action in the future. I agree to release the officer if selected for this post.

.....
Date

.....,
Signature of the Head of the Department
Name:
Official Seal

Recommendation of the Secretary to Ministry:

.....
Date

.....,
Signature of the Secretary to the Ministry
Name:
Official Seal

Recommendation of the Provincial Chief Secretary: (Only for the officers who absorbed into provincial Public service)

.....
Date

.....,
Signature of the Provincial Chief Secretary
Name:
Official Seal