



**Specimen Application**

**Application for the Post of Chief Commissioner (Teacher Education)**

**Part "A"**

1. 1.1 Name in Full (In Sinhala) Rev./ Mr. / Mrs. / Miss

.....  
.....

(In English)

.....  
.....

1.2 Name (As mentioned in the Appointment Letter)

.....  
.....

2. 2.1 Date of Birth: Date ..... Month ..... Year .....

2.2 Age (As at closing date of Application) : Years ..... Months ..... Days .....

2.3 Gender (Male/Female): .....

3. (Please write the addresses legibly in English Block Letters. Mention the address to which the letters should be posted with the mark "X".)

3.1 Official Address :

.....  
.....

3.2 Official Telephone Number: .....

3.3 Permanent Address :

.....  
.....

3.4 Telephone Number-Private:

Fixed Line: .....

Mobile Line: .....

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

5. Type of the Appointment to SLEAS: .....

(Open / Limited / Merit Basis / On other Basis)

6. Date of the Promotion to Grade I of the SLEAS: .....

7. Current Post: .....

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

Qualification	Awarding Institute	Year

9. Service Experiences

Post	Grade to which the Post belongs	Duration		Service Station
		From	To	

I certify that the above information is correct and I have completed a satisfactory service as at ..... 2023 after being promoted to Grade 1 of the Sri Lanka Education Administration Service.

.....  
Date

.....  
Applicant's Signature

**Part "B"**

**Certification by the immediate Staff Officer in charge of the Applicant's Personal File**

In respect of the applicant Rev./Mr./Mrs./Ms. .... who is forwarding this Application,

- Information mentioned above from 1 to 09 is true/false.
- Has/has not obtained the half pay/no pay leave until ....2023 from .....on which he/she was promoted to Grade 1 of the SLEAS.

Please provide details, if he/she has obtained such half pay/no pay leave

Time	Half Pay Leave	No Pay Leave
From..... To.....	Years .... Months ... Days .....	Years .... Months ... Days .....
From..... To.....	Years .... Months ... Days .....	Years .... Months ... Days .....
From..... To.....	Years .... Months ... Days .....	Years .... Months ... Days .....

3. Has / has not earned all the salary increments after being promoted to Grade 1 of the SLEAS.

If any salary increment is deferred, reasons for such:

Period of Deferment	Reasons
From..... To.....	..... .....
From..... To.....	..... .....
From..... To.....	..... .....

4. Whether disciplinary actions, audit queries or investigations have been taken place after being promoted to Grace I of the SLEAS? Yes/ No

If so, details on such disciplinary actions, audit queries or investigations.

Year	Whether disciplinary actions/ audit queries / investigations	Its present status

(\*\* If any charge sheet/disciplinary orders have already been issued, annexation of the certified copies of the said are mandatory)

5. Has/has not completed a satisfactory service period as at ..... 2023 after being promoted to Grace I of the SLEAS.
6. Has/has not fulfilled the requirements under the qualifications mentioned in the notice.
7. Has / has not been punished by a court.

.....  
Date

.....  
Name, Signature and Official Stamp

### Part "C"

**\*For the officers who have been released to Provincial Public Service**

**Secretary to the Provincial Ministry of Education**

As per the details mentioned above, I hereby recommend / not recommend the application for the Post of Chief Commissioner (Teacher Education) at the Ministry of Education presented by Rev./Mr./Mrs./Ms. ....

.....  
Date

.....  
Provincial Director of Education  
(Signature & Official Stamp)

**Secretary,  
Ministry of Education**

I hereby recommend/ do not recommend the application for the Post of Chief Commissioner (Teacher Education) at the Ministry of Education presented by Rev./Mr./Mrs./Ms. .... Further, if the said officer is appointed for this post, I hereby recommend/ do not recommend releasing him/her from the ..... Provincial Public Service without a successor.

.....

Date

.....

Secretary to the Provincial Ministry of Education  
(Signature & Official Stamp)

---

**Part "D"**

**\*\*For the officers who are serving at the National Schools/Department of Examinations or Educational Publications Department/ Ministry of Education.**

**Secretary,  
Ministry of Education**

As per the aforementioned details, I hereby recommend/ do not recommend the application for the Post of Chief Commissioner (Teacher Education) at the Ministry of Education presented by Rev./Mr./Mrs./Ms. ....

.....

Date

.....  
Head of the Department / Additional  
Secretary (E.S.E.)  
(Signature & Official Stamp)