

Specimen Application Form

Application for the post of Provincial Director of Education to Provincial Department of Education of
Central Provincial Council

Part “A”
(To be completed by the officer)

1. 1.1. Name with Initials: - Mr./ Mrs. / Miss
.....
- 1.2. Full Name (in Sinhala/Tamil) :- Mr./ Mrs. / Miss
.....
- Full Name (in English):- Mr./ Mrs./ Miss
.....
- 1.3 Name (as mentioned in the appointment letter)
.....
2. 2.1 Date of birth: Year month day.....
- 2.2 Age (as at Closing date of application) years months days
- 2.3 Sex (Male / Female) :
3. Address and telephone Nos.
 - 3.1 Official Address:
.....
 - 3.2 Office telephone No. :
 - 3.3 Personal Address:
.....
 - 3.4 Residential District:
 - 3.5 Personal Telephone No. : fixed Mobile
4. National Identity Card No.
5. Nature of the appointment to S.L.E.A. Service:.....
(Open/ Limited/ Seniority or Merits/ any other basis)
6. Date of promotion to S.L.E.A.S. Grade I :.....
7. Present post and service station:
.....
8. Period of active service in Grade I as at the closing date of application
Years Months Days.....

9. Educational Qualifications (Diploma/ Degree/ / Post Graduate Degree/Master of Philosophy/ Doctor of Philosophy) :

No Order	Diploma/ Degree/ / Post Graduate Degree/Master of Philosophy/ Doctor of Philosophy)	Institute awarded	Year

10. Service experience :

(Include the details relating to the period of service in S.L.E.A.S. from the date of first appointment to/....../2025)

Post	Grade belongs to post	Time period		Service station
		From	To	

11. Annual Performance Appraisals

Details on rating obtained in performance appraisal during the period of 05 years immediately prior to the closing date of application (cross off irrelevant words)

Year	Rating obtained in performance appraisal
2020	Excellent / Above average / Satisfactory
2021	Excellent / Above average / Satisfactory
2022	Excellent / Above average / Satisfactory
2023	Excellent / Above average / Satisfactory
2024	Excellent / Above average / Satisfactory

12. Other Qualifications :

I. Knowledge of computer literacy

(As mentioned in Para. 02.5 of the Marking Criteria published on the website)

No order	Training Courses/Certificate Courses/ Diploma/ Degree/ Post Graduation Degree	Course Period	Institute awarded	Year

II. English language proficiency

(As mentioned in Para. 02.6 of the Marking Criteria published on the website)

No order	Certificate Courses/ Diploma/ Degree/ Post Graduation Degree	Course Period	Institute awarded	Year

III. Awards

(As mentioned in Para. 02.7 of the Marking Criteria published on the website)

No order	Details of the awards (related to which matter)	Whether Zonal/ Provincial/ National level awards	Institution offered

IV. Commendations –

(Marks will be awarded only for commendations made in form “General 230 b”)

Commendations received	Commendations received		Field of work to which this commendation was received
	From whom	Which year	

V. Field related research and publications

(As mentioned in Para. 02.4 of the Marking Criteria published on the website)

No order	Relevant Details	Whether research/ Publication

I do hereby certify that no any disciplinary inquiry is being held against me, not subjected to any disciplinary punishments for the offences mentioned in the Schedule I & II of Establishment Code Volume II within a period of five years immediately preceding the closing date of applications and all information furnished by me in this application is true and correct.

Date:

.....
Signature of applicant

Part “B”

Certificate of the immediate staff officer in charge of the personal file of the applicant

Regarding the application submitted by Mr. /Mrs. / Miss.,

1. Information furnished from No. 01 to 12 of Part “A” are true / false
2. Whether he/she has availed half pay / no pay leave from the date of promotion to S.L.EA.S. Grade I to(date) : Yes/ No

If has availed half pay or no pay leave, details

Period	Half pay leave	No pay leave
From to	From to	From to
From to	From to	From to
From to	From to	From to

3. Whether he/ she has earned all increment within the immediately preceding 05 years: Yes/ No.

If increment has been deferred, reason for it:

Period of deferment	Reason
From to	
From to	
From to	

4. Whether he/she has subjected to disciplinary, audit inquiry or investigation within the immediately preceding 05 years: Yes/ No

If so, details on disciplinary inquiry, audit inquiry or investigation

Year	Disciplinary inquiry, audit inquiry or investigation	Its current condition

(** it is mandatory to attach the certified copies to charge sheet disciplinary order, if such issued)

5. Whether he/ she has fulfilled the required qualification as stipulated in the notification : Yes / No

6. Whether he/ she has been convicted of any offence in the Court of Law?: Yes/ No

.....

Date

.....

Signature

Name

Official Stamp

Part “C”

Recommendation of the Head of the Department

I do hereby certify that information furnished by Mr./Mrs./ Miss.
is true as per relevant officer’s personal file, he/she has earned all the salary increment on/...../2025 within
the immediately preceding 05 years and as per the provisions of Public Service Commission’s Circular No:
01/2020 and Circular No: 01/2020(I), this officer has not subjected to any disciplinary actions and not
anticipated to hold inquiry in future. He/ She could be released from current post if selected for this Post.

Date: -

.....

Signature of the Head of Department

Name

(Place official stamp)

Recommendation of the Secretary to the Ministry

I do/ do not recommend the above application.

Date:

.....

Signature of the Secretary of the Ministry

Name

(Place official stamp)

Recommendation of Chief Secretary of the Province (only for officers who have been absorbed to Central Provincial Council)

I do/ do not recommend the above application.

Date:

.....

Signature of Provincial Chief Secretary

Name

(Place official stamp)