



Road Development Authority

Application for the Post of **Director (Administration & Facility Management) – (HM 1-3)** (for External Candidates/ Internal Candidates)

1	Name with initials:		
2	Name in full:		
3	Gender : (Male/Female)		
4	Place of work:		
5	PF No: (only for RDA employees)		
6	Present Position : (only for RDA employees)		
7	Present Salary Code: (only for RDA employees)		Grade :
8	Date of First Appointment : (only for RDA employees)		
9	Date of Appointment to the Present Post : (only for RDA employees)		
10	Date of Birth (Y/M/D):		
11	NIC Number :		
12	Permanent Address:		
13	Telephone Number	Official :	Mobile :
14	E-Mail Address		

15. Applying under which Category as per the Circular: External

Internal

16. Qualification with Experience

16.1. External Category:

- Degree Qualifications:

Title of the Degree	Name of the University/ Institution	Local or Foreign	Effective date of Qualification

AND

- Postgraduate Degree Qualifications:

Title of the Postgraduate Degree	Name of the University/ Institution	Local or Foreign	Effective date of Qualification

WITH

- Experience : Managerial Level

Position / Designation	Organization	Salary Code Approved by MSD	Period (from – to)	No. of	
				Y	M

16.2. Internal Category

16.2.1. Path - i

- Degree Qualifications:

Title of the Degree	Name of the University/ Institution	Local or Foreign	Effective date of Qualification

AND

- Postgraduate Degree Qualifications:

Title of the Postgraduate Degree	Name of the University/ Institution	Local or Foreign	Effective date of Qualification

WITH

- RDA Experience : Managerial Level

Position / Designation	Salary Code Approved by MSD	Period (from – to)	No. of	
			Y	M

16.2.2. Path - ii

- Postgraduate Degree Qualifications:

Title of the Postgraduate Degree	Name of the University/ Institution	Local or Foreign	Effective date of Qualification

WITH

- RDA Experience : Managerial Level

Position / Designation	Salary Code Approved by MSD	Period (from – to)	No. of	
			Y	M

17. Any Other Qualifications:

S. No.	Degree / Master's/PGD/Dip/Certificate	University/ Institution	Duration	Effective date of Qualification

18. Total Working Experiences / Service Records (From higher position to lower position) :

Organization	Designation	Salary Code (If Any)	Period		No. of	
			From	To	Y	M

I certify that the above particulars furnished by me are true and correct.

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Signature of Applicant

.....

Date

**Director General,
RDA**

Mr. / Mrs., (Designation) has been working in our organization since If he/she is selected for this post. He / She can be released from our Organization.

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Signature of the HOD

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Official Seal

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Date :