

Post applying for

Annexure 1

For office use

## APPLICATION FORM (For Supporting Staff Posts)

Application for the post of..... for Projects,  
Ministry Of Highways

1) Post applying for: .....  
(If applying for more than one post, separate application should be submitted for each post)

2) Name with Initials  
(In Sinhala/ Tamil) .....  
මයා/මිය/මෙනවිය  
(In English / Block capital letters ) Mr./ Mrs. / Miss:  
.....

3) Names denoted by the initials  
(In Sinhala/ Tamil) .....  
(In English / Block capital letters)  
.....

4) Nationality: .....

5) Gender: Female / Male: .....

6) National identity card No: 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

7) Date of birth: 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

8) Age: 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

  
(As at application closing date)

9) Residence details:

Address ..... ..... .....	
Telephone No	
Mobile No	
E - Mail	

Office details:

Address ..... ..... .....	
Telephone No	
Mobile No	
E - Mail	

10) Educational Qualifications:

- G.C.E. O/L (අ.පො.ස. / සා.පෙළ)

No	Subject	Grade	
		1 <sup>st</sup> Attempt Index No:	2 <sup>nd</sup> Attempt Index No:
01			
02			
03			
04			
05			
06			
07			
08			
09			
10			

▪ GCE A/L (අ.පො.ස. / උ.පෙළ)

No	Subject	Grade	
		1 <sup>st</sup> Attempt Index No:	2 <sup>nd</sup> Attempt Index No:
01			
02			
03			
04			

11) Other Qualifications - (Degree/ Diploma/ Certificates/ Trainings etc.)

No	Course Name	NVQ Level (If Any)	Subject / Relevant Field	Validity Date	University/Institute
01					
02					
03					

12) Experiences Gained (Other Institutes):

I. Permanent Appointment Date:

II. Designation:

III. Confirmation Date:

Position	Institution	Period (From – to)	No of Years

13) Experiences Gained in Projects:

Position	Project Name	Period (From – to)	No of Years

14) Details of previous releasement from the substantive post – if any

Name of the Project / Institution	Position held	Time duration from-to	No of years	Releasement basis		
				Full time (with full - Pay)	Full time (with No - Pay)	Acting

15) Certificate / Letters regarding experience (Attach photocopy)

- I. ....
- II. ....
- III. ....

**16) Certification of the Applicant**

I certify that I have read the Notice regarding calling for application and fully understood all the details about for this application. There are no judicial proceedings against me and I certify that the information provided by me in this application it true and correct. I am aware that, I am not eligible to the post if the information I have provided is found to be incorrect and I have bound with the rules and regulation which are mentioned in 1/2026 Management Services Circular.

Date: .....

.....  
Signature of applicant

**17) Recommendation of the Head of the Institution**

**(For officers confirmed in Public Service/ Provincial Public Service including Local Authorities/ Public Corporations/ Statutory Boards and Fully State-Owned Companies)**

**01.** I hereby certify that the below mentioned details are true and correct as per the details in Mr./Mrs./Miss. .... (Name of the applicant) personal file, who is submitted this application is serving in ..... (Present Employment Place)

• PF Number	
• Permanent Designation	
• First Appointment Date	
• Confirmation Date	

**02.** Applicant is serving in ..... (Present Employment Place) as a ..... (Substantive post of the applicant) and no disciplinary action has been taken against him/her and there is no intention to take disciplinary action.

**03.**

Name of the Project / Institution	Position held	Time duration from-to	No of years	Releasement basis		
				Full time (with full Pay)	Full time (with No Pay)	Acting

Also, His/ her previous releasement details from the substantive post that are in above table are confirmed with their personal files.

**04.** After considering above details and provisions stipulated in Management Services Circular No: 1/2026, He/ She could be released and agreed to be released according to the Para 2.3.3 (a) – Fulltime releasement with full pay basis/2.3.3. (b) – Fulltime releasement with no pay leave basis/2.3.3 (c) – Acting releasement basis for the ..... (Further releasement period) mentioned in said circular, from his/ her substantive post if selected to this post.

Date: .....

.....  
Signature and seal of Head of the Institute