

Post applying for

|  |
|--|
|  |
|--|

Annexure 1

For office use

|  |
|--|
|  |
|--|

## APPLICATION FORM (Supportive Staff)

Application for the post of..... of  
.....Project, 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) .....

මයා/මිය/මෙනවිය

(In English / Block capital letters ) Mr./ Mrs. / Miss:

.....

3) Names denoted by the initials

(In Sinhala) .....

(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<br>.....<br>.....<br>..... |  |
| Telephone No                       |  |
| Mobile No                          |  |
| E - Mail                           |  |

Office details:

|                                    |  |
|------------------------------------|--|
| Address<br>.....<br>.....<br>..... |  |
| 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 | 2 <sup>nd</sup> Attempt |
|    |         | Index No:               | Index No:               |
| 01 |         |                         |                         |
| 02 |         |                         |                         |
| 03 |         |                         |                         |
| 04 |         |                         |                         |
| 05 |         |                         |                         |
| 06 |         |                         |                         |

▪ GCE A/L (අ.පො.ස. / උ.පෙළ)

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

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 |             |                    |                          |               |                      |

13) Experiences Gained (Other Institutes):

| Position | Institution | Period (From – to) | No of Years |
|----------|-------------|--------------------|-------------|
|          |             |                    |             |
|          |             |                    |             |
|          |             |                    |             |

14) Experiences Gained in Projects:

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

15) 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 |
|                                   |               |                       |             |                           |                         |        |
|                                   |               |                       |             |                           |                         |        |
|                                   |               |                       |             |                           |                         |        |

16) Certificate / Letters regarding experience (Attach photocopy)

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

**17) 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 02/2026 Management Services Circular.

Date: .....

.....  
Signature of applicant

**18) 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: 2/2026, 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