

Post applying for

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Annexure 2

For office use

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APPLICATION FORM (For Supporting Staff Post)

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)

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4) Nationality:

5) Gender: Female / Male:

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6) National identity card No:

7) Date of birth:

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8) Age:

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(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 st Attempt Index No:	2 nd 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 st Attempt Index No:	2 nd 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:

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II. Designation:

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III. Confirmation Date:

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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)

IV.

V.

VI.

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 2/2026 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)

- 05.** 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	

- 06.** 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.

07.

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.

- 08.** 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:

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Signature and seal of Head of the Institute