

Post applying for

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Annexure 1

For office use

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## APPLICATION FORM

(For PS Category 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) .....  
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 

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 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: (Present Employment Place)

Address ..... ..... .....	
Telephone No	
Fax No	
E - Mail	

10) Educational Qualifications:

No	Course Name	Degree/ P.G.Degree/ P.G Diploma/ Diploma	Subject/ Relevant filed	Validity Date	University/ Training institute
01					
02					
03					

11) Professional qualifications:

N o	Professional qualification	Validity Date	Institution	NVQ level
01				
02				

12) Relevant Trainings:

Training Name	Institute	Period	Relevant Field

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13) Experiences Gained:

Position	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 1/2019 Management Services Circular.

Date: .....

.....  
 Signature of applicant

**17) Recommendation of the Head of the Institution**  
**(For Government, Semi- Government officers)**

**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: 1/2019, 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