

**MODEL APPLICATION FORM**

**MINISTRY OF URBAN DEVELOPMENT AND HOUSING  
INTERVIEW FOR EVALUATION OF SUITABILITY FOR THE RECRUITMENT TO THE  
DEPARTMENTAL POST OF ADDITIONAL DIRECTOR GENERAL (DEVELOPMENT) OF THE SENIOR  
EXECUTIVE GRADE SERVICE CATEGORY OF THE DEPARTMENT OF COAST CONSERVATION  
AND COASTAL RESOURCES MANAGEMENT – 2022**

*For Office use*

01. Name :

1.1 Name with initials putting initials at the end of the name: .....

.....

(In English Block letters, e. g: SILVA A .B.)

1.2 Name Denoted by initials : .....

(in English Block letters) .....

1.3 Full Name (in Sinhala) : .....

02. 2.1 Personal Address :- .....

.....

2.2 Official Address :- .....

2.3 Address to which the calling letter for the structured interview should be sent :-

2.4 Telephone Number :- .....

03.

3.1 Date of Birth : Year :  Month :  Date :

(Copy of the Birth certificate is attached)

3.2. Age as of 02.01.2023 Years : ..... Months : ..... Dates : .....

3.3. National Identity Card No :

4. 4.1 Gender : Female

Male

4.2 Married / Unmarried / Widowhood : Married

Unmarried

Widowhood

5. Date of the first appointment to the post of Departmental Executive Grade category /Sri Lanka Administration Service . .....

6. Date of Promotion to the Class I of the Departmental Executive Grade Category / Sri Lanka Administrative Service :- .....

7. Date of completion of the 05 years of active and satisfactory service period in the Departmental Executive Grade Service Category / Sri Lanka Administrative Service Class I post . .....

8. Total Service period that served in a post of a Departmental Executive Grade Service Category / Sri Lanka Administrative Service to the date of :- .....

9. Have you been convicted in a Court of Law ? .....

10. No pay leave :

Serial No.	Period of no-pay leave	Nature of the leave (relevant documents should be attached)
i.		
ii.		

11. Educational Qualifications : (Details of Postgraduate degree)

Name of the University	Degree	Class of the Degree	Year

12. Additional Service Experience : (attach certified copies.)

Post and the place of service	Duration

13. Additional Educational and Professional Qualifications : (attach certified copies.)

Completed training courses/programs/professional qualifications	Duration

14. Contribution to the subject areas

Contribution provided	Duration

15. English Language / Computer Courses (attached certified copies.)

Completed English/Computer Courses	Duration

16. I hereby certify that all the particulars provided by me in this application are true and accurate. If any information mentioned here is found to be false before I am selected to this post, I am become disqualified, and if it is revealed after that selection, I know that I am subject to be dismissed without any compensation .

.....  
Signature of the Applicant

Date : .....

17. Attestation of the Signature of the applicant {Delete irrelevant words) :

I hereby certify that Mr. / Mrs. /Miss .....  
who submits this application is personally known to me, and He / She placed the signature in my presence on  
..... day of ..... month.

Signature of the attester : .....

Full name of the attester : .....

Position : .....

Address : .....

Official Stamp : .....

Date : .....

*Note* : The Application should be certified as mentioned in para 6 (iv) of the *Gazette* notification.

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18. *Recommendation of the Head of the Department* :-

Mr. / Mrs./ Miss/ ..... who submits this application is serving in this Ministry / Department / Corporation / Board, and if he / she is selected for this position he/ she can be released / cannot be released from the service of this institution.

.....  
Signature of the Head of the Department  
(Official Stamp)

Date : .....  
Name of the Head of the Department : .....  
Post : .....  
Address of the place of Work : .....