

Post applying for

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Annexure 1

For office use

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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:

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7) Date of birth:

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8) Age:

(As at application closing date)

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9) Residence details:

Address	
Telephone No	
Mobile No	
E - Mail	

Office details:

Address	
Telephone No	
Fax No	
E - Mail	

10) Educational Qualifications:

- G.C.E. O/L (අ.පො.ස. / සා.පෙළ)

No	Subject	Grade	
		1 st Attempt	2 nd Attempt
		Index No:	Index No:
01			
02			
03			
04			
05			
06			

▪ GCE A/L (අ.පො.ස. / උ.පෙළ)

No	Subject	Grade	
		1 st Attempt Index No:	2 nd Attempt 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)

- I. 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	

- II. 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.

III.

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.

- IV. After considering above details and provisions stipulated in Management Services Circular No: 02/2026, 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