Specimen Application Form

<u>Application for the post of Provincial Director of Education in Sri Lanka Education Administrative</u> <u>Service Grade I to Provincial Department of Education of Central Provincial Council</u>

Part "A"

1.	1.1.			
		Full Name (in Sinhala/Tamil) :- Mr./ Mrs.	/ Miss	
	Full	Name (in English):- Mr./ Mrs./ Miss		
	1.3	Name (as mentioned in the appointment le	etter)	
2.			monthdayday	
		2.2 Age (as at Closing date of application)	years months da	ys
		2.3 Sex (Male / Female) :		
3.				
		3.2 Office telephone No. :		
		3.4 Residential District:	Mobile	
4.	Nat	tional Identity Card No		
5.		ture of the appointment to S.L.E.A. Service (Open/ Limited/ Seniority or Merits/ any o	e:other basis)	
6.	Dat	te of promotion to S.L.E.A.S. Grade I :		
7.	Pre	•		
8.	Per		the closing date of application (31.05.2024)	
		Years Months .	Days	
9.	Edı	ucational Qualifications (Diploma/ Degi	ree/ / Post Graduate Degree/Master of 1	Philosophy/ Doctor of
		losophy):	<u> </u>	
No Ord		Diploma/ Degree/ / Post Graduate Degree/Master of Philosophy/ Doctor of Philosophy)	Institute awarded	Year

10. Service experience:

(Include the details relating to the period of service in S.L.E.A.S. from the date of first appointment to/..../2024)

Post	Crado balange to neet	Time period		Service station
Fost	Grade belongs to post	From	To	Service station

11. Annual Performance Appraisals

Details on rating obtained in performance appraisal during the period of five years immediately prior to the closing date of application (cross off irrelevant words)

Year	Rating obtained in performance appraisal
2019	Excellent / Above average / Satisfactory
2020	Excellent / Above average / Satisfactory
2021	Excellent / Above average / Satisfactory
2022	Excellent / Above average / Satisfactory
2023	Excellent / Above average / Satisfactory

12. Other Qualifications:

I. Knowledge of computer literacy

No order	Training Courses/Certificate Courses/ Diploma/ Degree/ Post Graduation Degree	Course Period	Institute awarded	Year

II. English language proficiency

No order	Certificate Courses/ Diploma/ Degree/ Post Graduation Degree	Course Period	Institute awarded	Year

III. Awards

No order	Details of the awards (related to which matter)	Whether Zonal/ Provincial/ National level awards	Institution offered

IV. Commendations –

(Marks will be awarded only for commendations made in form "General 230 b")

Commendations received	Commendations	received	Field of work to which this
	From whom	Which year	commendation was received

	No order		Relevant Details	W	hether research/ Publication	
punishr five ye	ments for the offe	ences mention preceding th	ed in the Schedule I & I	I of Establish	st me, not subjected to any ament Code Volume II within all information furnished by	a period o
Date:					Signature of applicant	
			<u>Part "B"</u>			
<u>C</u>	ertificate of the i	mmediate sta	aff officer in charge of th	e personal fil	le of the applicant	
Re	egarding the appli	ication submit	ted by Mr. /Mrs. / Miss			
1.			No. 01 to 12 of Part "A" an			,
2.					promotion to S.L.EA.S. Grade	e I to
			.(date): Yes/ No	11 1110 0000 01]	promotion to 212121121 01440	100
			(0000) 1 103, 110			
	If has availed h	alf pay or no p	pay leave, details			
	Period		Half pay leav	re	No pay leave	
From	to	o	From to		From to	
From	to	0	From to		From to	
From	to	n	From to		From to	
110111		<i>J</i>	110111	•••••	110111 to	• • • • • • • • • • • • • • • • • • • •
3.			Il increment within the im d, reason for it:	mediately pre	eceding 05 years: Yes/ No.	
	Period of defer	ment		Reason		
	From	to				
	From	From to				
	From	to				
4.	. Whether he/she has subjected to disciplinary, audit inquiry or investigation within the immediately 05 years: Yes/ No If so, details on disciplinary inquiry, audit inquiry or investigation			y preceding		
	Year	Disciplinary	inquiry, audit inquiry	Its current c	ondition	\neg
		or investigat				
						_

Field related research and publications

(** it is mandatory to attach the certified copies to charge sheet disciplinary order, if such issued)

	Signature Name				
	Name Official Stamp				
	Part "C"				
Recommendation of the Head of the Depart	<u>ment</u>				
I do hereby certify that information furnis	hed by Mr./Mrs./ Miss is				
true as per relevant officer's personal file,	he/she has earned all the salary increment on/2024 within the				
immediately preceding 05 years and this of	ficer has not subjected to any disciplinary actions and not anticipated to				
hold inquiry in future. He/ She could be rele	eased from current post if selected for this Post.				
Date:					
	Signature of the Head of Department				
	Name				
	(Place official stamp)				
Recommendation of the Secretary to the Mi I do/ do not recommend the above applicati					
Date:					
	Signature of the Secretary of the Ministry				
	Name				
	(Place official stamp)				
Recommendation of Chief Secretary of the Prov	(Place official stamp) vince (only for officers who have been absorbed to Central Provincial				
·	·				
Recommendation of Chief Secretary of the Prov Council) I do/ do not recommend the above application.					
Council) I do/ do not recommend the above application.	vince (only for officers who have been absorbed to Central Provincial				
Council)	vince (only for officers who have been absorbed to Central Provincial				
Council) I do/ do not recommend the above application.	vince (only for officers who have been absorbed to Central Provincial				

5. Whether he/ she has fulfilled the required qualification as stipulated in the notification: Yes / No