

**Applications for the vacant Divisional Secretary posts in Sri Lanka**  
**Administrative Service**

**1. Details of the applicant**

I. Name in full (In Sinhala):

.....  
.....

II. Full Name of Applicant (BLOCK LETTERS in English)

.....  
.....

III. National Identity Card Number:

.....

IV. Gender: .....

V. Age: .....

VI. Present resident address: .....

.....

VII. Telephone Numbers (Pls. also mention the Whatsapp number):

.....

VIII. Email address: .....

IX. Date of appointment to Administrative Service:

.....

X. Present Grade: .....

XI. Date of promotion to the present Grade: .....

XII. Present post : .....

XIII. Date of appointment to the present post:

.....

XIV. The ministry applicable to the present post :

.....

XV. Department :

.....

XVI. Order of preference for applying to the Divisional Secretary post

Order of preference ( From 01 to 04)	District	Divisional Secretariat

2. Information related to the service

I. Service Experience

Service description from the date of appointment to Sri Lanka Administrative Service (As at 16.10.2024)

Post	Ministry/ Department/ Institution	Duration (YYYY/MM/DD)		Nature of responsibility
		From	To	

II. Duration related to the promoted grade of the officers (As at 16.10.2024)

Grade	Duration of service in grades (YYYY/MM/DD)	
	From	To
Grade I		
Grade II		
Grade III		

III. Whether subjected to any disciplinary action (Fill only if necessary)

Date and number of the charge sheet	Disciplinary orders (Specify, if in progress)	Effective date for the punishment given	Period of service omitted in calculating satisfactory service period under Public Service Commission Procedural Rules 186(ii)

IV. Special Achievements (Mention the commendations, productivity awards and such qualifications here)

Special Achievements commendations / productivity awards	The relevant institution/person awarded by

**3. Educational/professional qualifications**

i. Educational and professional qualifications

Post graduate degrees/diplomas/certificate courses and professional qualifications	Field	University/Institute	(Effective Date) (YYYY/MM/DD) (Only If applicable)

ii. Details about the training received (Divisional Administration and applicable)

Training	Relevant Institute/organisation offered by	Duration

III. Language proficiency (in languages other than mother language)

Language	Qualification	(Effective Date) (YYYY/MM/DD)

I hereby certify that the information furnished by me is true and correct to the best of my knowledge.

.....  
*Signature of the applicant*

**Attestation of the Head of Department**

- i. I hereby certify that the information furnished by the applicant is correct as per the updated records in the applicant's personal file and if the applicant is selected for this post, he/she can/cannot be released from his/her current post.
- ii. I hereby declare that currently, disciplinary action has been taken/has not been taken, and disciplinary action is intended/not intended to be initiated against the officer.
- iii. Other information:

.....  
.....  
.....

(Delete inappropriate words)

.....  
**Signature of the Head of Department**

**Official Stamp**