

Post applying for

Annexure 1

For office use

## APPLICATION FORM

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 <sup>st</sup> Attempt Index No:	2 <sup>nd</sup> Attempt Index No:
01			
02			
03			
04			

- GCE A/L (අ.පො.ස. / උ.පෙළ)

No	Subject	Grade	
		1 <sup>st</sup> Attempt Index No:	2 <sup>nd</sup> 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					
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12) Experiences in Road Development Authority:

I. Permanent Appointment Date:

II. Designation at RDA:

III. Confirmation Date:

Position	Period (From – to)	No of Years

13) Details of previous releasment from the substantive post – if any

Name of the Project / Institution	Position held	Time duration from-to	No of years	Releasment basis		
				Full time (with full - Pay)	Full time (with No - Pay)	Acting

14) Certificate / Letters regarding experience (Attach photocopy)

- I. ....
- II. ....
- III. ....

**15) 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

**16) Recommendation of the Head of the Institution**

**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 Road Development authority/ Government Institution

• PF Number	
• Permanent Designation	
• First Appointment Date	
• Confirmation Date	

**02.** Applicant is serving in this institute 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	Releasment basis		
				Full time (with full - Pay)	Full time (with No - Pay)	Acting

Also His/ her previous releasment 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 releasment with full pay basis/2.3.3. (b) – Fulltime releasment with no pay leave basis/2.3.3 (c) – Acting releasment basis for the ..... (Further Releasment period) mentioned in said circular, from his/ her substantive post if selected to this post.

Date: .....

.....  
Signature and seal of Head of the Institute