

## Specimen Application

Application for the promotion to Special Grade of Sri Lanka Scientific Service and appointment to the post of Director General at the Ministry of Science and Technology

### 1. Particulars of the Officer

- i. Name in Full in English (in block letters) .....  
.....  
(Ex: HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDHANA)
- ii. Name with initials in English (in block letters) ):.....  
.....  
(Ex: GUNAWARDHANA, H. M. S. K.)
- iii. Name in Full (In Sinhala):.....  
.....
- iv. Date of Birth:.....
- v. Age as at the Closing Date of Application: ..... Years ..... Months ..... Days
- vi. NIC No. : .....
- vii. Permanent Address :.....
- viii. Telephone No. : Office : .....  
Mobile :.....
- ix. Email:.....

### 2. Particulars of the Post :

- i. Place of work at present and address :
- ii. Date of appointment to Grade III:
- iii. Date of appointment to Grade II:
- iv. Date of appointment to Grade I:
- v. Post held at present:
- vi. Date of appointment to the post:
- vii. Service period in Grade III as at 28.03.2025
- viii. Service period in Grade I as at 28.03.2025

### 3. Seniority

01	Period of active and satisfactory service in the Sri Lanka Scientific Service as at the closing date of applications	
02	Period of active and satisfactory service in Grade I of the Sri Lanka Scientific Service as at the closing date of applications	
03	Whether the officer has obtained/ has not obtained no-pay leave (Mention the dates of no-pay leave, if any)	

### 4. Qualifications in the relevant field :

#### 4.1. Special contribution made to the relevant field

Researches and Publications		Description	Year
Research Publications			
Abstracts	Local		
	International		
Dissertations			
Innovations			
Newspaper Articles			

❖ Research abstract should be submitted at the time of interview

### 5. Declaration of the applicant

I hereby confirm that the above information is as true and correct to the best of my knowledge

Date : .....

.....

Signature of the Applicant

### Part II

( Should be completed by the Secretary of Ministry/ Head of the Department)

Particulars in the application submitted by Mr/Mrs/Miss ..... an Officer in Grade I of Sri Lanka Scientific Service at the Ministry/ Department of ..... are correct/incorrect as per the personal file. I kindly inform that disciplinary action has not been/has been taken against the officer, such action is / is not intended to be taken in the future, he/she has earned/not earned the immediately preceding 05 salary increments. I recommend/ do not recommend his/her application.

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Signature of the Secretary of the Ministry/ Head of the Department

Official Frank

Date