

(Specimen Application Form)

Application for the vacant post of Subject Matter Specialist to the Department of Animal Production and Health of Central Provincial Council

1. Name with initials: Mr./Mrs./ Miss
2. I. Present Post:
II. Service and Grade:
III Present work station & address:
.....
3. Personal address:.....
.....
4. Sex :
5. I. Date of Birth :
II. Age as at the closing date of application :
6. National Identity Card No :
7. Contact No. I. Personal: ii) official:
8. Date of promotion to Sri Lanka Animal Production and Health Service Grade I:
9. Period of active service in Grade I as at the closing date of application
Years Months Days.....
10. Educational qualifications in the field related to the post

No order	Post-Graduate degree/ Post-Graduate Diploma	Institute offered	Year

11. Details on service from the date of the first appointment to the closing date of application

No. order	Service Station	Post held and grade relevant to the post	Period	
			From	To

12. Details of “Skills” displayed in the field of Animal Production and Health -

i. Annual Performance Appraisals

Details on rating obtained in performance appraisal during the period of 05 years immediately prior to the date of interview (cross off irrelevant words)

Year	Rating obtained in performance appraisal
2020	Excellent / Above average / Satisfactory
2021	Excellent / Above average / Satisfactory
2022	Excellent / Above average / Satisfactory
2023	Excellent / Above average / Satisfactory
2024	Excellent / Above average / Satisfactory

ii. Knowledge and experience on subject related matters

(As mentioned in Para. 02.3.1 of the Marking Criteria published on the website)

No. Order	Subject related knowledge and experience	Duration

iii. Knowledge / experience on Financial Management and Administrative Affairs

(As mentioned in Para. 02.3.2 of the Marking Criteria published on the website)

No. Order	Knowledge/ experience on Financial Management and Administrative Affairs	Duration

iv. Creative Publications and Projects

(As mentioned in paragraphs 02.4 of the Marking Criteria published on the website)

No. Order	Publications/ Projects	Relevant category

v. Other qualifications

I. Commendations –

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

No. Order	Commendations received	Commendations received		Field of work to which this commendation was received
		From whom	Year	

II. Public/ National level awards

(As mentioned in Para. 02.5.1 of the Marking Criteria published on the website)

No. Order	Details of the awards (related to which matter)	Whether Provincial/ National/ international awards	Institution offered

I do hereby certify that no any disciplinary inquiry is being held against me, not subjected to any disciplinary punishments for the offences mentioned in the Schedule I & II of Establishment Code Volume II within a period of five years immediately preceding the closing date of applications and all information furnished by me in this application is true and correct.

Date: -

.....

Signature of applicant

Recommendation of the Head of the Department

I do hereby certify that information furnished by Mr./Mrs/ Miss. is true as per relevant officer's personal file, he/she has earned all the salary increment on the closing date of applications within the immediately preceding 03 years and this officer has not subjected to any disciplinary actions and not anticipated to hold inquiry in future. He/ She could be released 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 Ministry

I do/ do not recommend the above application.

Date :

.....

Signature of the Secretary of the Ministry

Name

(Place official stamp)

Recommendation of Chief Secretary of the Province (only for officers who have been absorbed to Central Provincial Council)

I do/ do not recommend the above application.

Date :

.....

Signature of Provincial Chief Secretary

Name

(Place official stamp)