

**Ministry of Sports and Youth Affairs**

Department of Sports Development

**APPLICATION FOR THE LIMITED RECRUITMENT TO THE POST OF HEADQUARTERS SPORTS OFFICER IN THE MANAGEMENT ASSISTANT SUPRA GRADE (MN 7-2016) OF SPORTS OFFICERS COMBINED SERVICES IN THE DEPARTMENT OF SPORTS DEVELOPMENT**

01. I. Name with initials :  
a. In Sinhala : .....  
b. In English : .....
- II. Names denoted by initials :  
a. In Sinhala : .....  
b. In English : .....
02. I. Private Address : .....  
II. Postal address for admissions : .....  
III. Official Address : .....  
IV. Telephone No. : ..... Mobile : ..... Office : .....
03. Gender :  
Write in the relevant box  
Male - 0   
Female - 1
04. National Identity Card Number No. ....
05. Date of Birth : Year : ..... Month : ..... Date : .....
06. Age as at 31/12/2021 : Years : ..... Months : ..... Days : .....
07. a. Have you completed all the qualifications stated in the para 1.1 of the notice of calling application ?  
Educational, Professional qualification and experience  
State under which category you are qualified in 1.1 (I, II or III)
- b. If you are qualified under category III of 1.1, submit information below.  
I. Date of Graduation : .....  
II. University / Institute : .....  
III. Registered No. : .....  
IV. External/Internal : .....  
V. Degree : .....  
VI. Subjects : .....
- c. Date of first appointment : .....  
Date of confirmation in the post : .....  
Present Post : .....

Grade : .....

Date of appointing to the present Post : .....

08. Efficiency Bar Examinations :

<i>Efficiency Bar Examinations</i>	<i>Date to be passed</i>	<i>Date passed</i>	<i>When a grace period is obtained relevant No. and date of the letter thereof</i>	<i>If released, No. and date of the relevant letter</i>

09. Half pay and No Pay leave :

<i>Half pay or Nopay</i>	<i>Date Started</i>	<i>Date Completed</i>	<i>Total period (Years, Months, Days)</i>

10. Whether this officer has been subjected to any disciplinary actions within his service period ? Yes/No

11. If yes, No. and date of the Disciplinary order : .....

12. Submit the active and satisfactory service periods as at the closing date of calling applications, in the table given below:

12.1 After the absorption of Service Minutes 1986/2 of 26.09.2016

<i>Serial No.</i>	<i>Grade</i>	<i>Recruited/Promoted/Absorbed Date</i>	<i>Active and satisfactory service period Years. Months. Days.</i>
01.			
02.			
03.			

12.2 Before the absorption of Service Minutes 1986/2 of 26.09.2016.

<i>Serial No.</i>	<i>Grade</i>	<i>Recruited / Promoted / Absorbed Date</i>	<i>Active and satisfactory service period Years. Months. Days.</i>
01.			
02.			
03.			

13. Additional Education Qualifications

<i>Serial No.</i>	<i>Qualifications</i>	<i>University/Institute Obtained</i>	<i>Valid Date</i>
01.			
02.			
03.			
04.			

14. Additional Professional Qualifications (According to the Serial No. 04 of the descriptive marking scheme in the notice of calling applications.)

<i>Serial No.</i>	<i>Tournament</i>	<i>Year</i>	<i>Individual/Team</i>	<i>Place Achievement</i>
01.				
02.				
03.				
04.				
05.				

15. I. Whether earned all requisite increments within 05 year immediately preceding. Yes/No  
 II. Whether found guilty of any disciplinary action other than warnings. Yes/No  
 III. Whether obtain half pay or no pay leave within the service period. Yes/No

16. Applicant's Certificate

I do hereby certify that the information provided in this applicaiton are true and accurate. I am aware that I will be liable to disqualified to be recruited to this post and dismissed in the event such information is found to be false after appointment.

.....,  
Signature of Applicnat.

Date : .....

**Should be completed by the Head of the Department**

1. Whether this officer has been subjected to any disciplinary actions within 05 years immediately preceeding? Actions are not begging instituted against him/her at present?

Yes/No

2. If "Yes" state information : .....

3. Has he/she obtained nopay leave during his/her service period? Yes/No

4. If "Yes" write down the information on no pay leave obtained in the period of service.

.....

Serial No.	Relevant Condition for Granting leave	Duration	
		From	To
i.	Under Establishment code V:2:5:4		
ii.	Under Establishment code XII:16		
iii.	Management Services Circular No. 10		
iv.	Management Services Circular No. 33		
v.	Under Establishment Code XII : 36		
vi.	Other no pay leave		

5. I certify that this officer has earned/not earned all the increments within 05 years immediately proceeding as at the date of calling application.

As Mr/Mrs/Miss .....  
 who is serving at this Department as a .....  
 has completed / not completed all the required qualifications relevant for applying to the post of Headquarters Sports Officer in the Management Assistant Supra Grade (MN - 7 – 2016) of Sports Officers' Combined Services in the Department of Spors Development, I hereby recommend/ not recommend this application.

Date : .....

.....,

Signature of Head of Department.

Official Frank