# **Specimen Application Form**

# Application for the post of Provincial Director of Education in Sri Lanka Education Administrative Service Grade I to Provincial Department of Education of Central Provincial Council

# Part "A"

1.	1.1	1.1. Name with Initials: - Mr./ Mrs. / Miss						
	1.2.	Full Name (in Sinhala/Tamil) :- Mr./ Mrs.	/ Miss					
		Name (in English):- Mr./ Mrs./ Miss						
	1.3	Name (as mentioned in the appointment le	etter)					
2.		2.1 Date of birth: Year monthday						
		2.2 Age (as at Closing date of application) years months days						
		2.3 Sex (Male / Female) :						
3.		Address 3.1 Official Address:						
		3.2 Office telephone No. :						
		3.4 Residential District:	Mobile					
4.	Na	tional Identity Card No						
5.		ture of the appointment to S.L.E.A. Service (Open/ Limited/ Seniority or Merits/ any o	e:other basis)					
6.	Da	te of promotion to S.L.E.A.S. Grade I :						
7.	Pre	•						
8.	Per		the closing date of application (31.05.2024)					
		Years Months .	Days					
9.	Edi	ucational Qualifications (Diploma/ Deg	ree/ / Post Graduate Degree/Master of	Philosophy/ Doctor of				
		ilosophy):		, , , , , , , , , , , , , , , , , , ,				
No Ord		Diploma/ Degree/ / Post Graduate Degree/Master of Philosophy/ Doctor of Philosophy)	Institute awarded	Year				

### 10. Service experience:

(Include the details relating to the period of service in S.L.E.A.S. from the date of first appointment to ..../..../2024)

Post	Grade belongs to post	Time	e period	Service station
Fost	Grade belongs to post	From	To	Service station

#### 11. Annual Performance Appraisals

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

Year	Rating obtained in performance appraisal
2019	Excellent / Above average / Satisfactory
2020	Excellent / Above average / Satisfactory
2021	Excellent / Above average / Satisfactory
2022	Excellent / Above average / Satisfactory
2023	Excellent / Above average / Satisfactory

#### 12. Other Qualifications:

## I. Knowledge of computer literacy

No order	Training Courses/Certificate Courses/ Diploma/ Degree/ Post Graduation Degree	Course Period	Institute awarded	Year

#### II. English language proficiency

No order	Certificate Courses/ Diploma/ Degree/ Post Graduation Degree	Course Period	Institute awarded	Year

#### III. Awards

No order	Details of the awards (related to which matter)	Whether Zonal/ Provincial/ National level awards	Institution offered

#### IV. Commendations –

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

Commendations received	Commendations received		Field of work to which this
	From whom	Which year	commendation was received

	No order		Relevant Details	W	hether research/ Publication	
punishr five ye	ments for the offe	ences mention preceding th	ed in the Schedule I & I	I of Establish	st me, not subjected to any ament Code Volume II within all information furnished by	a period o
Date:					Signature of applicant	
			<u>Part "B"</u>			
<u>C</u>	ertificate of the i	mmediate sta	aff officer in charge of th	e personal fil	le of the applicant	
Re	egarding the appli	ication submit	ted by Mr. /Mrs. / Miss			
1.			No. 01 to 12 of Part "A" an			,
2.					promotion to S.L.EA.S. Grade	e I to
			.(date): Yes/ No	11 1110 0000 01	promotion to 212121121 01440	
			(0000) 1 103, 110			
	If has availed h	alf pay or no p	pay leave, details			
	Period		Half pay leav	re	No pay leave	
From	to	o	From to		From to	
From	to	0	From to		From to	
From	to	n	From to		From to	
110111		<i>J</i>	110111	•••••	110111 to	• • • • • • • • • • • • • • • • • • • •
3.			Il increment within the im d, reason for it:	mediately pre	eceding 05 years: Yes/ No.	
	Period of defer	ment		Reason		
	From	to				
	From	to				
	From	to				
4.	05 years: Yes/	No	I to disciplinary, audit inc		tigation within the immediatel	y preceding
	Year	Disciplinary	inquiry, audit inquiry	Its current c	ondition	$\neg$
		or investigat				
						_

Field related research and publications

(\*\* it is mandatory to attach the certified copies to charge sheet disciplinary order, if such issued)

Date	Signature Name
	Official Stamp
	Part "C"
Recommendation of the Head of the Dep	<u>artment</u>
I do hereby certify that information furn	nished by Mr./Mrs./ Miss is
true as per relevant officer's personal fil	e, he/she has earned all the salary increment on/2024 within the
immediately preceding 05 years and this	officer has not subjected to any disciplinary actions and not anticipated to
hold inquiry in future. He/ She could be a	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	
I do/ do not recommend the above applic	ation.
Date:	
Date:	Signature of the Secretary of the Ministry
	Name
	(Place official stamp)
Recommendation of Chief Secretary of the Pr	rovince (only for officers who have been absorbed to Central Provincial
	rovince (only for officers who have been absorbed to Central Provincial
Council)	
Council)	
Council)	
Council)  I do/ do not recommend the above application	n.
Council)  I do/ do not recommend the above application	n.
Recommendation of Chief Secretary of the Proceedings of the Procedure of t	n.

5. Whether he/ she has fulfilled the required qualification as stipulated in the notification: Yes / No