

Post applying for

Annexure 1

For office use

## APPLICATION FORM (For PS Category posts)

Application for the post of.....  
of.....(Name of the Project), Ministry of Transport  
& 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:**

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(As at application closing date)

**9) Residence details:**

Address		
Telephone No.	Mobile No.	E - Mail

**10) Educational Qualifications:**

No	Course Name	Degree/ P.G. Degree/ P.G Diploma/ Diploma	Subject/ Relevant filed	Validity Date	University/ Training institute
01					
02					
03					

**11) Professional qualifications:**

No	Professional qualification	Validity Date	Institution	NVQ level
01				
02				
03				

**12) Relevant Trainings:**

Training Name	Institute	Period	Relevant Field

**13. 1) Present Working Place**

Institute / Office Name and Address		
Telephone No.	Fax No.	E - Mail

**13. 2) Details of Present Position**

Institution	Present Position	Responsibilities	No of Years

**14) Previous Experiences**

Institution	Positions held	Responsibilities	No of Years

**15) Details of previous releasement from the substantive post – if any**

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

**16) List of Certificates / Letters regarding experience / Proving Documents (list all)**

- I. Annex 01 - .....
- II. Annex 02 - .....
- III. ....
- IV. ....

**(The details mentioned in the application which does not attach the verification documents will not be considered for selection.**

**17) Certification of the Applicant**

I certify that I have read the Notice regarding calling for application and fully understood all the details about this application. I confirm that there are no judicial proceedings or disciplinary inquiries against me and I certify that the information provided by me in this application is true and correct. I am aware that, I am not eligible for the post if the information I have provided is found to be incorrect and I have bound with the rules and regulations which are mentioned in the 1/2019 Management Services Circular.

Date: .....

.....

Signature of applicant

**Recommendation of the DG RDA / Institution Head**

**(When the applicant is a permanent officer of the Government or Semi-Government Institution, the below recommendation is essential)**

- I hereby submit below mentioned information about this applicant Mr./Mrs./Miss. .... (Name of the applicant) who has been serving as a ..... (Substantive post of the applicant) in Road Development Authority / ..... (Name of the institution).

PF Number	Permanent Designation	First Appointment Date	Confirmation Date

- I confirm that the details mentioned in the application are true and correct according to his/her personal file and there is no disciplinary action has been taken against him/her or there is no intention to take disciplinary action.
- Also below mentioned his/ her **previous released details** from the substantive post are checked with their personal file and confirmed.(if any)

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

**If Applicable – Overseas No Pay Leave**

Year	From	To

- With consideration of the above details and provisions stipulated in Management Services Circular No. 1/2019, He/ She could be **further released** and agreed to be released according to para (Select the basis)
  - 2.3.3 (a) – Fulltime releasement with full pay basis /
  - 2.3.3 (b) – Fulltime releasement with no pay leave basis /
  - 2.3.3 (c) – Acting releasement basis

mentioned in said circular, for the period of ..... (Further released period) from his/ her substantive post if selected to this post.

Date: .....

.....

Signature and seal of the DG (RDA) /  
Head of the Institution / Head of Department