

Specimen Application

For office use only.

Recruitment to the Post of Provincial Director – Department of Animal Production and Health, North Western Provincial Council

Part “A”

01. 1.1. Name with initials (in Sinhala/Tamil): Mr./Mrs. /Miss

1.2. Name with initials (in English block capital letters)): Mr./Ms./Mrs.

1.3. Full Name (in Sinhala/Tamil):

1.4. Sex: ☐

Female - F Male -M (Mention the relevant symbol in the box.)

1.5. Date of Birth: Year Mont Date

1.6. National Identity Card No.

02. 2.1 Permanent Address :

2.2. Official Address (In Sinhala):

2.3. Tele. No: Official Personal.....

03. 3.1. Current position:

3.2. Grade and Class:

3.3. Date appointed for the said post:

3.4. Active Service period in 1st Class of the said post to 20.06.2025:

3.5. Previous Service Record:

Ministry/ Department/ institution	Time Period		The position held by the officer	Grade to which the post belongs
	From	To		

04. Educational Qualifications

(Details of degree and postgraduate diplomas obtained)

4.1 Name of the Post Graduate Degree/ Diploma :

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4.2. University/ Institute:

4.3. Date of completion of said Post Graduate Degree/ Post Graduate Diploma:

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05. Other qualifications as per 2.3 of the marking schemes applicable to the post of Provincial Director of Sri Lanka Animal Production Service:

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06. Attestation of the Applicant:

I declare that the information provided by me in this application is true and correct to the best of my knowledge, and I accept any consequences that may arise from not completing any part of it or completing incorrectly.

Date:

.....

Applicant's Signature



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Part “B”

Certificate from the immediate staff officer in charge of the applicant’s personal file

Mr./Mrs./Miss who submits this application:

01. 1.1 Has / has not earned all salary increments during the preceding five (05) years.

Year	Has / has not earned the annual salary increment	Performance level

1.2. Reason and period, if increment has been deferred.

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02. Has/has not been subjected to disciplinary action in the preceding 05 years.

Information about disciplinary action, if any

Year	Relevant disciplinary action	Its current status

(Attested copies of charge sheets or disciplinary orders must be attached, if issued.)

03. Disciplinary punishment has been / has not been received in accordance with the provisions of Public Service Commission Circular No. 01/2020.

04. Has been / has not been convicted by a court.

05. Has fulfilled / has not fulfilled the eligibility requirements mentioned in the notification.

06. I certify / do not certify that the particulars mentioned in his/her application match with the documents maintained in this department.

.....
Date

.....
Signature of Staff Officer
Name
Official seal

Part “C”

Certificate from Head of Institution/ Department:

I certify that the personal file of, the officer whose information has been submitted above, has been checked. Accordingly, I confirm that the information provided is correct and that this officer has completed five (05) years of active and satisfactory service prior to 20.06.2025, has earned all prescribed salary increments within that period, has not been subjected to any disciplinary punishment, has not faced any disciplinary action, and that there is no intention to initiate such action in the future. I agree to release the officer if selected for this post.

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Date

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Signature of the Head of Institution/ Department
Name:
Official Seal:

Recommendation of Secretary to the Ministry:

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Date

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Signature of the Secretary to Ministry
Name:
Official seal

Recommendation of the Provincial Chief Secretary:
(Only for the officers absorbed in the Provincial Council)

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Date

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Signature of Provincial Chief Secretary
Name:
Official seal: