


**Application for appointing officers of Sri Lanka Administrative Service to the post of**

**Additional District Secretary**

Procedure for applying to the post

Order of preference as per the vacancy list (Enter the serial number) 

..... 1. District	..... 2. District	..... 3. District	..... 4. District	..... 5. District	..... 6. District
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**1. Post applied for** .....

**2. Information about the applicant**

I. Name in full (in Sinhala) .....

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.....

II. Full Name of Applicant (BLOCK LETTERS in English) .....

.....  
.....

III. National Identity Card Number : .....

.....

IV. Age: .....

V. Present resident address: .....

.....

VI. Telephone numbers (Mention WhatsApp number as well): .....

.....

VII. Email address: .....

**3. Current service details**

I. Date of appointment to Sri Lanka Administrative Service and the batch: .....

.....

II. Current Grade: .....

III. Date of promotion to present grade: .....

IV. Present Post: .....

V. Date of appointment to present post: .....

VI. Ministry related to the present post:

.....

VII. Department.....

VIII. Telephone number of the service station.....

IX. Fax number of the service station.....

***N.B. When entering information for the tables related to No. 4, 5 & 6 sections, you are required to number the documents mentioned to confirm the qualifications submitted by you and also mention the said numbers.***

**4. Prior Service details**

**4.1 Service details from the date of appointment to Sri Lanka Administrative Service**

Post	Grade	Ministry/Department/Institution	Duration (YYYY/MM/DD)		A brief description regarding the nature of responsibility	Attachment Nos. (Compulsory)
			From	To		

**5. Educational/Professional Qualifications** (Certified copies have to be attached)

**5.1 Educational and Professional Qualifications**

Post-graduate degrees/diplomas/certificate courses and professional qualifications	Field	University/Institute	Effective Date (YYYY/MM/DD) if applicable only	Attachment number if applicable documents available to confirm (Compulsory)

5.2 Language proficiency (Language ability other than mother language)

Language	Qualification	Effective Date (YYYY/MM/DD)	Attachment Number (Compulsory)

6. **Special achievements** mention the certificates of commendations, productivity awards, and such other qualification here)

Special achievements/ Certificates of Commendation/ Productivity Awards	Related institution/individual offered	Attachment number if applicable documents available to confirm (Compulsory)

*I hereby affirm that the information furnished by me above is true and accurate to the best of my knowledge.*

.....  
Date

.....  
Signature of the applicant

**Attestation of the Head of Department**

(i) \* I hereby certify that the particulars mentioned in this application are accurate as per the updated reports of the applicant's personal file; I declare that, presently, there is no pending disciplinary inquiry against the applicant; and, if the applicant is selected for this post, he/she can/cannot be released from the current post with/without replacement.\*

(ii) \*I hereby certify that the particulars mentioned in this application are accurate as per the updated reports of the applicant's personal file, and if the applicant is selected for this post, he/she can/cannot be released from the current post with/without replacement. And, I further inform that a preliminary investigation is currently in progress/intended to be conducted in relation to the applicant, and the alleged activities of misconduct to which the complaints have been made against him/her are briefly mentioned as follows\*.

(\*Remove irrelevant words)

Number and date of the charge sheet	Specify disciplinary orders (if on-going)	Date of commencement of the punishment given.	Period to be excluded in calculating the satisfactory service period as per Public Service Commission Procedural Rules 186 (ii)

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**Date**

.....

**Signature of the Head of Department**

**Official Stamp**