(For office use only.)

|  |
| --- |
|  |

**Calling for applications from SLAS Officers for appointment to the post of District Secretary-2022**

District Applied for: Batticaloa Trincomalee Ratnapura Monaragala

**Section A**

1. **Personal Information**
   1. Name in Full: ………………………………………………………………………………………………………………..…………….…………..
   2. Permanent Address: ……………………………………………………………………………………………………..…………….…………..

………………………………………………………………………………………………………………………………………………………………

* 1. NIC Number: ………………………………………………………………………………………………………………………...…………….….
  2. Date of Birth: …………………………………………………………………………………………………………………………..….…………..
  3. Mobile No: ……………………………………………………………………………………………………………………………..….…………...
  4. Personal Email Address: ……………………………………………………..........................................................................

1. Service Description

2.1 Date of Promotion to Special Grade: ………………………………………………………………………………………...……………

2.2 Current Designation : ……………………………………………………………………………………………………………….…..………..

2.3 Grade related to the post currently held in SLAS: …………………………………………………………………..…..………..

2.4 Current Work Place : …………………………………………………………………………………………………………………….………..

2.5 Office Address : ………………………………………………………………….........................................................................

………………………………………………………………………………………………………………………………………………………………

2.6 Office Telephone Number: ………………………………………………………………………………………………………………..……

2.7 Office Fax Number: ……………………………………………………………………………………………………………………..………….

1. **Prior Service Description/Details**

3.1 Service in a Special Grade post in SLAS:

|  |  |  |  |
| --- | --- | --- | --- |
| **Institute** | **Pos**t | Duration | |
| **From** | **To** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

3.2 **Service in a Grade I post in SLAS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Institute** | **Position** | Duration | |
| **From** | **To** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

3.3 **Service in a Grade II/Grade III post in SLAS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Institute** | **Position** | Duration | |
| **From** | **To** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **Educational Qualifications**

4.1 **Degree qualifications obtained except the post-graduate degree to be qualified for appointment**

**to the Special Grade**

|  |  |  |
| --- | --- | --- |
| **Degree** | **University** | **Language Medium** |
|  |  |  |
|  |  |  |
|  |  |  |

1. **Professional Qualifications**
2. ………………………………………………………………………………………………………………………………………………………………
3. ………………………………………………………………………………………………………………………………………………………………
4. …………………………………………………………………………………………………………………………………………………………….
5. …………………………………………………………………………………………………………………………………………………………….
6. ……………………………………………………………………………………………………………………………………………………………..
7. **Appraisals obtained during service period**

6.1 Productivity awards achieved at national level or quality certifications such as ISO and recognized awards offered by government departments

1. .........................................................................................................................................................
2. .........................................................................................................................................................
3. …………………………………………………………………………………………………………………………….…………………….

6.2 Productivity awards received at provincial level

1. .........................................................................................................................................................
2. .........................................................................................................................................................
3. .........................................................................................................................................................

6.3 Productivity awards received at district level

1. .........................................................................................................................................................
2. .........................................................................................................................................................
3. .........................................................................................................................................................
4. Certificate of commendation received during service:

7.1 Commendations received from a Ministry Secretary

1. .........................................................................................................................................................
2. .........................................................................................................................................................
3. .........................................................................................................................................................

7.2 Commendations received from a Head of Department

1. .........................................................................................................................................................
2. .........................................................................................................................................................
3. .........................................................................................................................................................
4. **Certificate of Applicant**

I hereby certify that the information furnished by me in this application form is true and correct.

....................................... ..........................................

Date Applicant’s Signature

**Section B**

**01**. **Recommendation of Head of Institute:**

I hereby certify that this applicant, Mr./Mrs./Miss ............................................................................................. serves as........................................................................................attached to the Ministry/Department of ....................................................and accordingly,

1. This officer has/has not been subject to waning under Summary Disciplinary Procedure (Specify if

subject to warning)

1. He/she has/has not been subject to punishment (Specify if subject to punishment)
2. And, He/she has /has not been subject to punishment based on investigations on land duties/granting

of land permits (Specify if subject to punishment)

and that the information submitted by him/her was checked with the personal file to be true and correct.

....................................... ...................................................

Date Name / Post of Head of Institution

(Official Seal)

\* **Note**

Copies of all certificates annexed hereto shall be self-attested and submitted.