

**Application for the appointment of officers of Sri Lanka Administrative Service to the
post of Divisional Secretary**

1. Post applied for:

2. Details of the applicant

I. Name in full (In Sinhala):

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

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III. National Identity Card No:

IV. Age:

V. Current residence address:

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VI. Telephone Number (Pls. mention WhatsApp number as well):

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VII. Email address:

VIII. Date of appointment in Administrative Service:

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IX. Current Grade:

X. Date of promotion to the present grade:

XI. Current post:

XII. Date of appointment to the current post:

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XIII. The ministry applicable to the current post:

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XIV. Department:

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II. Efficiency bar examinations

Efficiency bar	Date prescribed to complete	Date completed	Number and date of letter granting a grace period (Only if applicable)

III. Whether subject to any disciplinary action (Fill in, if necessary)

Number and date of the charge sheet	Disciplinary orders (Specify, if in progress)	Effective date for the punishment given	Period of service omitted in calculating satisfactory service period under Public Service Commission Procedural Rules 186(ii)

4. Experience

4.1 Service description from the date of appointment to Sri Lanka Administrative Service (As at 31.12.2022)

Post	Ministry/department/institution	Duration (YYYY/MM/DD)		Brief description about the nature of responsibility	Annexure No. (Compulsory)
		From	To		

4.2 Service description related to the grade to which officers have been promoted to (As at 31.12.2022)

Grade	Period of service in relevant grades (YYYY/MM/DD)		Annexure number, if documents submitted to confirm/support the details (Compulsory)
	From	To	
I Grade I			
II Grade II			
III Grade III			

4.3 Special achievements (Indicate the commendations, productivity awards and such qualifications here.)

Special achievements Commendation Certificates/productivity awards	The relevant institution/person awarded by	Annexure number, if applicable documents submitted to confirm/support

4.4 Briefly submit your views /suggestions under the following topic, subject to a maximum of 150 words.

Your suggestions to improve Productivity/efficiency of service delivery in divisional administration.

5. Educational/professional qualifications (Certified copies should be annexed)

5.1 Educational and professional qualifications

Post graduate degrees/diplomas/certific ate courses qualifications and professional qualifications	Field	University/institution	(Effective Date) (YYYY/MM/ DD) (Only If applicable)	Annexure number, if documents submitted to confirm/supp ort (Compulsory)

5.2 Details on the trainings received (Divisional administration and applicable)

Training	Awarded/relevant institution/organization	Time duration	Annexure Number (Compulsory)

5.3 Language proficiency (in languages other than mother language)

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

5.4 Details of research, innovations, and inventions based on information technology (Annex necessary documents to confirm/support the details submitted)

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I hereby certify that the information furnished by me is true and correct to the best of my knowledge.

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Signature of the applicant

Attestation of the Head of Department

(i) *I hereby certify that the information given in Section 3 of this application is correct as per the updated records in the applicant’s personal file; currently, no disciplinary action has been taken against the officer, and if the applicant is selected for this post, he/she can/cannot be released from his/her current post with/without replacement*.

(ii) *I hereby certify that the information given in Section 3 of this application is correct as per the updated records in the applicant’s personal file and if the applicant is selected for this post, he/she can/cannot be released from his/her current post with/without replacement. And, I further state that a preliminary investigation is currently in progress/expected to be initiated against the applicant, and following are the nature of the charges of misconduct levelled against the applicant*.

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(*Delete inappropriate words)

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Signature of the Head of Department

Official Stamp