## 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):
II.	
III.	National Identity Card No:
IV.	Age:
V.	Current residence address:
VI.	Telephone Number (Pls. mention WhatsApp number as well):
VII.	Email address:
VIII.	Date of appointment in Administrative Service:
IX.	Current Grade:
X.	Date of promotion to the present grade:
XI.	Current post:
XII.	Date of appointment to the current post:
XIII.	The ministry applicable to the current post:
XIV.	Department:

## XV. Order of applying to the post

**N.B.:** In below mentioned preference No. 04, if you prefer to serve in any divisional secretariat except in preference No. 1, 2 and 3 mentioned by you in the relevant district, you are expected to mention "I agree" or "I do not agree" in that preference No. 04.

_	Order of di	strict preference	$\rightarrow$
a)	1. District	2. District	3. District
preference	1. Div. Sec. Division	1. Div. Sec. Division	1. Div. Sec. Division
Div. Sec. Order of preference	2. Div. Sec. Division	2. Div. Sec. Division	2. Div. Sec. Division
Div. Se	3. Div. Sec. Division	3. Div. Sec. Division	3. Div. Sec. Division
	4. I agree/disagree to serve in any vacancy existing within the district	4. I agree/disagree to serve in any vacancy existing within the district	4. I agree/disagree to serve in any vacancy existing within the district

## 3. Information related to current service

**N.B.:** When entering details for the tables related to sections **3**, **4** and **5**, you should number the documents submitted by you to support/confirm the qualifications given by you and also mention the said number in the section mentioned as annexure number.

I. (Fill in, if necessary) the details about no-pay/half-pay leave

From no-pay/half-	Till the date of paid	Total duration	Objective/Purpose
pay leave date	leave granted.	(Years/months/days)	

ii. Eilleiche Dai chaillilation	II.	Efficiency	bar	examination	ıS
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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	Disciplinary	orders	Effective date for	Period of ser	vice omitted
date of the	(Specify, if in progress)		the punishment	in calculating satisfactory	
charge sheet			given	service period under Public	
				Service	Commission
				Procedural Ru	les 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/departm ent/institution	Dura (YYYY/M	ation M/DD)	Brief description about the nature of responsibility	Annexure No. (Compulsory)
		From	То		

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

Grade	Period of s grades (YYYY/MN	ervice in relevant M/DD)	Annexure number, if documents submitted to confirm/support the details (Compulsory)
	From	То	
I Grade I			
II Grade II			
III Grade III			

4.3 Special achievements (Indicate the commendations, productivity awards and suc	:h
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	Time duration	Annexure
	institution/organization		Number
			(Compulsory)

5.3 Language proficiency (in languages other than mother language)

Language	Qualification	(Effective Date) (YYYY/MM/DD)	Annexure Number (Compulsory)
	rch, innovations, and invention ts to confirm/support the det		echnology (Annex
I hereby certify that the inj	formation furnished by me is t	rue and correct to the best	of my knowledge.
Signature of the applicant			
Attestation of the Head o	f Department		
updated records in the a	the information given in Secti pplicant's personal file; curre the applicant is selected for th without replacement*.	ntly, no disciplinary action	on has been taken
updated records in the apcan/cannot be released for that a preliminary investigation	the information given in Section plicant's personal file and if the rom his/her current post with tigation is currently in progrethe nature of the charges of	he applicant is selected fon m/without replacement. A press/expected to be init	or this post, he/she and, I further state ciated against the
(*Delete inappropriate wo	ords)		
Signature of the Head of I	Department		

**Official Stamp**