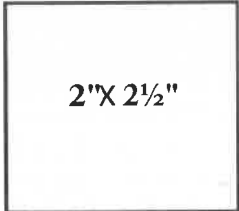


**Specimen Application**



2"X 2½"

**Application for the appointment of the Officers in Grade I of the Sri Lanka Education Administrative Service to the Posts – 2024**

**Part "A"**

1. 1.1 Name in Full (In Sinhala) Rev./ Mr. / Mrs. / Miss

.....  
.....

(In English)

.....  
.....

1.2 Name (As mentioned in the Appointment Letter)

.....  
.....

2. 2.1 Date of Birth:   Month   Year

2.2 Age (As at closing date of Application) : Date   Month   Year

2.3 Gender (Male/Female): .....

3. (Please write the addresses legibly in English Block Letters. Mention the address to which the letters should be posted indicating with the mark "X")

3.1 Official Address :

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

3.2 Official Telephone Number: .....

3.3 Permanent Address :

.....  
.....

3.4 Personal Telephone No: Fixed Line ..... Mobile Line .....

4. National Identity Card No: .....

5. 5.1 Date of the Appointment to SLEAS: .....

5.2 Type of the Appointment to SLEAS:.....  
(Open / Limited / Seniority & Merit / On other basis)

5.3 Date of Confirmation to SLEAS: .....

5.4 Date of the Promotion to SLEAS Grade II: .....

5.5 Date of the Promotion to SLEAS Grade I: .....

6. Current Post: .....

7. Educational Qualifications (Post Graduate Degree / Post Graduate Diploma & Others):

	Degree / Diploma	Awarding Institute	Year

8. Service Experience

(Indicate the details from date of appointment to SLEAS to date)

Post	Grade to which the Post belongs	Duration		Service Station
		From	To	

I hereby certify that the information mentioned above are true and accurate and have earned all the salary increments permitted and have not been subject to any disciplinary actions till now after being promoted to Grade I of SLEAS.

.....  
Date

.....  
Applicant's Signature

**Part "B"**

**Certification by the immediate Staff Officer in charge of the Applicant's Personal File**

In respect of the applicant Rev./Mr./Mrs./Ms. .... who is presenting this Application,

1. Information presented above from 01 to 09 is true/false.
2. Has/has not obtained the half pay / no pay leave until .03.2024 from ..... on which he/she has been promoted to SLEAS Grade 1.

Please provide details, if he/she has obtained such half pay/no pay leave.

Time	Half Pay Leave	No Pay Leave
From ..... To .....	Years ... Months ... Days .....	Years ... Months ... Days .....
From ..... To .....	Years ... Months ... Days .....	Years ... Months ... Days .....
From ..... To .....	Years ... Months ... Days .....	Years ... Months ... Days .....



3. Has / has not earned all the salary increments up to now after being promoted to Grade I of SLEAS.

If any Salary increment is deferred, reasons for such:

Period of Deferment	Reasons
From..... To.....	
From..... To.....	
From..... To.....	

4. Whether disciplinary actions, audit queries or investigations have been taken place up to now after being promoted to Grade I of SLEAS? Yes/ No

If “yes”, details on such disciplinary actions, audit queries or investigations.

Year	Whether disciplinary actions/ audit queries / investigations	Its present status

(\*\* If any charge sheet/disciplinary orders have already been issued, annexation of the certified copies of the said is mandatory.)

5. Has / has not completed a satisfactory service period up to now after being promoted to Grade I of SLEAS.

6. Has / has not fulfilled the required necessities as mentioned in the notice under the qualifications.

7. Has / has not been punished by a court.

.....  
Date

.....  
Name, Signature and Official Stamp

**Part “C”**

**\*For the officers who have been released to Provincial Public Service**

**Secretary to the Provincial Ministry of Education,**

As per the details provided above, I recommend/ do not recommend the Application presented by Rev./Mr./Mrs./Ms. .... for the Post of Director of Education/ Commissioner of Examination / Commissioner of Publications of the Ministry / Department.

.....  
Date

.....  
Provincial Director of Education  
(Signature & Official Stamp)



Secretary,  
Ministry of Education,

I recommend/ do not recommend the Application presented by Rev./Mr./Mrs./Ms. .... for the Post of Director of Education/ Commissioner of Examination / Commissioner of Publications of the Ministry / Department of Education. Further, if the said officer is selected for this post, I agree / do not agree to release him/her from the ..... Provincial Public Service without a successor.

.....  
Date

.....  
Secretary to the Provincial Ministry of Education  
(Signature & Official Stamp)

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**Part ‘D’**

**\*\*For the officers who are serving at the National Schools/Department of Examinations or Educational Publications Department/Ministry of Education.**

**Secretary,  
Ministry of Education,**

As per the details provided above, I recommend/ do not recommend the Application presented by Rev./Mr./Mrs./Ms. .... for the Post of Director of Education/ Commissioner of Examination / Commissioner of Publications of the Ministry / Department of .....

.....  
Date

.....  
Head of the Department/Additional Secretary (E.S.E.)  
(Signature & Official Stamp)

