

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 – 2025**

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: Date

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 :-

7.1 Educational qualification that have been made relevant as the preliminary qualification for the recruitment, efficiency bar and promotions. (Diploma / Degree / Post Graduate Diploma / Post Graduate Degree):

Educational Qualification	Medium of appearing	Awarding Institute	Effective date

7.2 Additional Educational qualifications presented under the above 7.1

(Diploma / Degree / Post Graduate Diploma / Post Graduate Degree / Master of Philosophy / Doctor of Philosophy):

Additional Educational Qualifications	Medium of appearing	Awarding Institute	Effective date

8. Service Experience

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

Post	Grade to which the Post belonged	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 so far.

.....
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,

01. Information presented above from 01 to 08 is true / false.

02. Has / has not obtained the half pay / no pay leave .07.2025 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

03. Has / has not earned all the salary increments 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.....	

04. Whether disciplinary actions, audit queries or investigations have been taken place 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.)

05. Has/has not completed a satisfactory service period not less than 05 years after being
promoted to Grade I of SLEAS.

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

07. 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, Higher Education and Vocational 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 Educational Publications of the Ministry of Education, Higher Education and Vocational Education / Department of Examinations / Department of Educational Publications . 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)

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, Higher Education and Vocational 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

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