

Specimen Application

Post of District Vidatha Officer of Management Assistant service Supra Class of the State
Ministry of Technology & Innovation under the Ministry of Higher Education, Technology &
Innovation.

1. Details of the Officer

- i. Name in Full:
(ex: HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDHANA)
- ii. Name with Initials:
(ex: GUNAWARDHANA, H.M.S.K.)
- iii. Name in Full (In Sinhala / Tamil):
- iv. Date of Birth:
- v. Age as at the last date for: Years Months Dates
Receiving applications
- vi. National Identity Card Number
- vii. Permanent Address:
- viii. Telephone No:
Office
Mobile

2. Details of the Post :

- i. Current service station and address :
- ii. Current grade and the date of being appointed to the said grade :
- iii. Post presently held :
- iv. Date of being appointed to the post presently held :

3. (i) Date of initial appointment to the post of Science & Technology Officer :

- (ii) Date on which 15 years of active and satisfactory service is completed in the post of
Science & Technology Officer.

4. Qualifications related to the said field :

1.1 Publications made in respect of the said field.

Research and Publications	Particulars	Year
Books published		
Research Publications		
Articles and Reports Published in the Prabashwara blog		
Newspaper Articles		
Reports		

1.2 English/Computer Courses followed

Name of the Course	Institution	Duration of the course	Effective Date

5. Statement by the Applicant :

I hereby certify that the information furnished above, is true and accurate to the best of my knowledge.

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Date

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Signature of the Applicant

Part II

(To be completed by the Head of the department)

Details furnished in the application forwarded by Mr./Mrs./Ms....., Science & Technology officer of the Management Assistant service of the State Ministry of Technology & Innovation under the Ministry of Higher Education, Technology & Innovation, is accurate / inaccurate as per information contained in his/her personal file. It is kindly informed that disciplinary action has been taken /has not been taken against him/her during the period of 5 years immediately prior to the last date calling for applications and such action is / is not intended to be taken in future, and that the officer has earned /has not earned the salary increment for the 05 years period immediately prior to the date of calling for applications.

Details of No pay/half pay leave of the officer during his period of service

Reason for obtaining No pay/ half pay and under what provisions	No of Leave (Year/months/dates)	Period

Accordingly, since the officer has / has not satisfied the necessary basic qualifications for applying for the post of District Vidatha Officer, I recommend /not recommend his/her application.

Date: -

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Signature of the Secretary to the
Ministry/Head of Department
(Official stamp)