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(For office use only)

**Competitive Examination for Promotion to Supra Grade of
Central Provincial Management Service Officers' Service on Merit Basis – 2025**

Examination Medium:-

Sinhala - 2
Tamil - 3
English - 4

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(Indicate the correct number in the cage)

Service belongs to: -

Code No	Provincial Council
02	Central Provincial Management Service Officers' Service

01.

1.1 Name in full:

(In English block letters)

1.2 Name in full:

(In Sinhala/Tamil)

1.3 Name with Initials:

(In Sinhala/Tamil)

1.4 National Identity Card No.

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02.

2.1 Official Address (In English block letters): -

(Admission card will be sent to this address)

2.2 Official Address: -

(In Sinhala/Tamil)

2.3 Permanent Address: -

(In English block letters)

2.4 Permanent Address: -

(In Sinhala/Tamil)

2.5 Mobile No. :-

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WhatsApp No :-

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03. Date of birth :

Year :

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Month :

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Date :

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04. Sex(Indicate the relevant number in the cage)

Male - 0
Female - 1

05.

(a) Present service station, Head of the present service station and address:-.....

.....

(b) Present post and number of the personal file:-.....

.....

(c) Clearly indicate the address of the Institution and the Head of the Institution, where your personal file is maintained:

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06.

(a) Date of appointment to Grade I of General Clerical Service / public or Central Provincial Public Service Typists' Service/ Stenographers' Service / Book-keepers' Service / Shroffs' Service / Store-keepers' Service/ Management Service Officers' Service of public or Central Provincial Public Service:-

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(b) Date of absorption to Central Provincial Management Service Officers' Service and previous post held:-

(c) If the appointment of Grade I has been antedated, indicate the date and the relevant circular:-

.....

(d) Service period from the date of appointment to Grade I up to the closing date of applications:-

Years : Months: Days:

07. Annual consolidated salary as at the closing date of applications:-

08. Dates of salary increments earned and annual salary step from 10.08.2020 to 10.08.2025:-

	Salary increment dates	Annual salary step (Rs.)
1		
2		
3		
4		
5		

09. Details of experience in office supervision (Supervisory Post) since entering Grade I of Public/ Central Provincial General Clerical Service, Typists' Service, Stenographers' Service, Book-keepers' Service, Shroffs' Service, Store-keepers' Service, or Public/ Central Provincial Management Service Officers' Service up to the closing date of applications :- (Attach the copies of the letters to confirm the experience certified by the Head of the Institution in order. It is advisable to attach the certified copies of the first pages of the performance evaluation reports of the officer (After promotion to Grade I). All the documents must be attached to the application and documents submitted at a later date shall not be considered for allocation of marks.)

Ministry/ Department/ Office	Time period		Supervisory post held by the officer	Duration		Letters of confirmation are attached / Not attached
	From	To		Years	Months	

10. What do you consider as your exceptional performances during the past 05 years?

.....

11. Are there any unsatisfactory minutes in your service record of the past 05 years?

If so provide details

.....

12. Have you earned all the salary increments during the five years immediately preceding the closing date of applications?

If there are any salary increments not earned after the 10.08.2020, indicate the reasons for the same

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13. Have you been subjected to any disciplinary actions during the 05 years immediately preceding?

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If so, state the details regarding the nature of the offence, punishment and the date of punishment.

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14. Have you been punished for any act of dishonesty or misconduct during your entire service?

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If so, state the details regarding the nature of the offence, punishment and the date of punishment.

15. Do you have any observations regarding the unsatisfactory minutes mentioned in No: 11 above or disciplinary actions in No: 13 and 14 above?

16. Mention any special skills that you possess to achieve the promotion to Supra Grade of Central Provincial Public Management Service Officer Service.

17. Details of the receipt relevant to payment of examination fee:

- I. Office to which examination fee has been paid :
- II. Number and date of the receipt :
- III. Amount paid :

Affix the receipt firmly here. (It would be advisable to keep a photocopy with the candidate)

I do hereby certify that the particulars given in this application are true and correct to the best of my knowledge and belief. I am aware that if any information furnished herein is found to be false or inaccurate, I am liable to disqualification before appointment and to dismissal from service if the inaccuracy is detected after appointment. Further, I agree to be bound by the rules imposed by the Commissioner General of Examinations on conducting the examination and the decisions on issuance of examination results

Date:

.....
Signature of the applicant

(In front of the Head of the Department)

Note: The applicant should place the signature in front of the respective Head of the Department or an officer authorized to sign.

18. Attestation of the signature

I hereby certify that Mr./Mrs./Miss., an officer serving at my office, is personally known to me and placed his/ her signature before me on Further, I hereby certify that he/ she has paid the examination fee and pasted the relevant receipt.

.....
Signature and official stamp of the officer
attesting

Date :-
Name :-
Designation :-
Address :-

19. Certification of the Head of the Department

Furnish the following information as per the performance appraisal reports from the date of appointment to the Grade I, referring the personal file of the officer.

Year of Performance		Supervisory Post held by the officer	as per the performance appraisal reports	
From	To		Proved	Not Proved
2024/__/__	2025/__/__			
2023/__/__	2024/__/__			
2022/__/__	2023/__/__			
2021/__/__	2022/__/__			
2020/__/__	2021/__/__			
2019/__/__	2020/__/__			
2018/__/__	2019/__/__			
2017/__/__	2018/__/__			
2016/__/__	2017/__/__			
2015/__/__	2016/__/__			
2014/__/__	2015/__/__			
2013/__/__	2014/__/__			
2012/__/__	2013/__/__			
2011/__/__	2012/__/__			
2010/__/__	2011/__/__			
2009/__/__	2010/__/__			
2008/__/__	2009/__/__			
2007/__/__	2008/__/__			
2006/__/__	2007/__/__			
2005/__/__	2006/__/__			
2004/__/__	2005/__/__			

2003/___/___	2004/___/___		
2002/___/___	2003/___/___		
2001/___/___	2002/___/___		
2000/___/___	2001/___/___		
___/___/___	___/___/___		

I do hereby certify that the information furnished in this form was compared with the service records of Mr./Mrs./Miss. and was found correct. Further, I have certified the letters to confirm the experience of the officer and attached herewith and I certify that the officer has satisfied all the qualifications to apply as per the provisions of examination notification dated 19.09.2025. I further certify that his/her work and conduct are satisfactory and he/she has not been subjected to any disciplinary action and no decision has been taken to impose such disciplinary action in future.

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Signature of the Head of the Institutions

Date :-
Name :-
Designation :-
Address :-

(Place official Stamp)