

Specimen Application Form

Application for the post of Deputy Director of Agriculture of Sri Lanka Agriculture Service Grade II for
Provincial Department of Agriculture of Central Provincial Council

1. Name with initials: Mr./ Mrs./ Miss
2. I. Present Post:
- II. Service and Grade:
- III Present work station & address:
3. Personal address:.....
4. Sex :
5. I. Date of Birth :
- II. Age as at 2021.02.25 :
6. National Identity Card No :
7. Contact No. :
- I. Personal: ii) official:

8. Date of promotion to Sri Lanka Agriculture Service Grade II :

9. Particulars on No-pay leave obtained during the period of Service in Sri Lanka Agriculture Service Grade II

From	To	Years	Months	Days

10. Period of Active Service in Grade II as at the Closing date of Application (2021.02.25)

Years Months Days.....

11. Details of the Service from the date of first appointment to Closing date of application on 25.02.2021

Post held	Service belongs to	Service station	Period	
			From	From

12. Details of “Skills” displayed in the field of Agriculture -

i. Annual Performance Appraisals

(As mentioned in paragraph B.i of the marking criteria published on the website)

Details on rating obtained in performance appraisal during the period of five years immediately prior to the date of interview (cross off irrelevant words)

Year	Rating obtained in performance appraisal
2015	Excellent / Above average / Satisfactory
2016	Excellent / Above average / Satisfactory
2017	Excellent / Above average / Satisfactory
2018	Excellent / Above average / Satisfactory
2019	Excellent / Above average / Satisfactory
2020	Excellent / Above average / Satisfactory

ii. Publications

{Publications are grouped as (a) and (b) in paragraph B.ii of the Marking Criteria published on the Website}

Publications	Relevant category as per Para. B.ii.

iii. Awards & Commendations

(a) Particulars on commendations –

(Marks will be awarded only for commendations made in form General 230 b)

Commendations received	Commendations received		Field of work to which this commendation was received
	From whom	Which year	

(b) Particulars on Awards received –

(Complete the following table based on classification given in paragraph B.iii of the marking criteria published on the website)

1. International Awards for the contribution to the agricultural sector – Yes/ No

Name of the Award	Award		Field of work to which this award was given
	From Whom	When	

2. National Awards for contribution to the agricultural sector - Yes/ No

Name of the Award	Award		Field of work to which this award was given
	From Whom	When	

3. Provincial level Special Awards for contribution to the agricultural sector – Yes/ No

Name of the Award	Award		Field of work to which this award was given
	From Whom	When	

I do hereby certify that no any disciplinary inquiry is being held against me, not subjected to any disciplinary punishments for the offences mentioned in the Schedule I & II of Establishment Code Volume II within a period of five years immediately preceding the closing date of applications and all information furnished by me in this application is true and correct.

Date: -

.....

(Signature of applicant)

Recommendation of Head of the Department

I do hereby certify that information furnished by Mr./Mrs. is true as per relevant officer's personal file, he/she has earned all the salary increment on 25.02.2021 within the immediately preceding 05 years and he/has not subjected to any disciplinary punishments, disciplinary inquires and not anticipated to hold inquiry in future. His officer could be released from current post if selected for this Post.

Date: -

.....

Signature of the Head of Department

Name

(Place official stamp)

Recommendation of the Secretary to the Ministry

Date :

.....

Signature of the Secretary of the Ministry

Name

(Place official stamp)

Recommendation of Chief Secretary of the Province (only for officers who have been absorbed to Central Provincial Council)

Date :

.....

Signature of Chief Secretary

Name

(Place official stamp)