



Specimen Application

Application for the Post of Provincial Director of Education
- 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: Date Month Year

2.2 Age (As at closing date of Application) : Years Months Days

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 with the mark "X".)

3.1 Official Address :

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

3.2 Official Telephone Number :

3.3 Permanent Address :

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

3.4 Telephone Number-Private:

Fixed Line

Mobile Line

4. National Identity Card No :

5. Type of the Appointment to SLEAS:.....
(Open / Limited / Merit Basis / On other Basis)

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

7. 7.1 Current Post:

7.2 Date of assuming duties under this post:

8. Educational Qualifications (Post Graduate Diploma / Post Graduate Degree / Master of Philosophy / Doctor of Philosophy):

	Degree / Diploma	Awarding Institute	Year

9. Experiences in School Management:

Name of the School	School Categorization (SLEAS I / SLEAS II / III)	Province	Duration served as the Principal	
			From	To

10. Experiences in Office Management (Except at the Post of Principal)

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

11. Qualifications obtained on English Language:

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

12. The Provinces applied for the Post of Provincial Director of Education (Please mention in preference order)

	Province
01	
02	

I hereby certify that the information mentioned above are true and accurate and I have earned all the salary increments permitted and have not been subject to any disciplinary actions for the period of last five (05) years.

.....
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 1 to 12 is true/false.
2. Has/has not obtained the half pay/no pay leave until06.2024 from on which he/she has been promoted to Grade 1 of the SLEAS.

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 within the last 05 years

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 after being promoted to Grace I of the SLEAS? Yes/ No

If so, 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 after being promoted to Grace I of the SLEAS.
6. Has / has not fulfilled the requirements under the qualifications mentioned in the notice.
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 mentioned above, I hereby recommend / not recommend the application for the Post of Provincial Director of Education presented by Rev./Mr./ Mrs./Ms.

.....
Date

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

Chief Secretary,

..... **Province,**

I hereby recommend/ do not recommend the application for the Post / Posts of Provincial Director of Education presented by Rev. / Mr. / Mrs. / Ms.

Further, if the said officer is appointed 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)

**Secretary,
Ministry of Education,**

I hereby recommend/ do not recommend the application for the Post/Posts of Provincial Director of Education presented by Rev./Mr./Mrs./Ms.

Further, if the said officer is appointed for this post, I hereby recommend/ do not recommend releasing him/her from the Provincial Public Service without a successor.

.....
Date

.....
Chief Secretary
(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,**

As per the aforementioned details, I hereby recommend / do not recommend the application for the Post / Posts of Provincial Director of Education presented by Rev. / Mr. / Mrs. / Ms.

.....

.....
Date

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



