# Specimen Application Form

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

1.	Name with initials: Mr./Mrs./ Miss					
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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 22.01.2025	:				
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	То	Years	Months	Days

10. Period of active service in Grade II as at the closing date of application (22.01.2025)

Years ...... Days.....

11. Details of the Service from the date of first appointment to closing date of application on 22.01.2025

Post held	Service belongs to	Service station	Period	
i ost neru	Service beiongs to		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
2020	Excellent / Above average / Satisfactory
2021	Excellent / Above average / Satisfactory
2022	Excellent / Above average / Satisfactory
2023	Excellent / Above average / Satisfactory
2024	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
Commendations received	From whom	Which year	commendation was received

(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 contribution to the agricultural sector - Yes/No

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

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

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

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

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

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 the 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 22.01.2025 within the immediately preceding 05 years and as per the provisions of Public Service Commission's Circular No: 01/2020 and Circular No: 01/2020(I), this officer has not subjected to any disciplinary actions and not anticipated to hold inquiry in future. He/ She 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 Provincial Chief Secretary Name (Place official stamp)