

## Specimen Form of Application

### Recruitment to the Post of Principal Public Health Inspector of the Ministry of Health.

Part-01: To be filled by the relevant officer himself.

1.    a)    Name with Initials: .....
- b)    Name in Full: .....
- c)    National Identity Card No.: .....
- d)    Date of Birth: .....
- Age as at the closing date of applications:-Years.....Months.....Days.....
  
2.    Institution/Hospital where the officer is serving: .....
  
3.    a)    Official Address: .....
- b)    Official Telephone No:.....
- c)    Private Address: .....
- d)    Personal Telephone No: .....
  
4.    a)    Date of first appointment: .....
- b)    Date of confirmation in the appointment: .....
- c)    Date of promotion to Segment II "A": .....
- d)    Date of promotion to Grade I: .....
- e)    Date of completion of Efficiency Bar Examination for Grade I:-.....
- f)    Date of promotion to Supra Grade:-.....
- (Attach certified copies of the above documents)
  
5.    a)    Whether the candidate possess the Certificate of Royal Society of Health/Diploma  
          Certificate of the National Institute of Health Sciences:.....
- b)    Particulars of special qualifications, if any:.....  
          .....

6. During the period of service from the date of promotion to Grade I until the date you become eligible,
- a) have all salary increments been earned by the due date? .....
  - b) if not, give reasons, and mention the period during which salary increments have been deferred: .....
  - c) Should attach certified copies of the certificates of salary increments from the date of promotion to Grade I up to the date you become eligible.
  - d) Should attach certified copies of performance appraisal reports.  
If performance reports are not included in the personal file, reasons must be provided in writing.

7. Particulars of leave obtained by the officer during the service period from the date of promotion to Grade I up to the date you become eligible, period of leave on no-pay/half pay/ other, if obtained:.....  
(Leave particulars confirmed by the Head of the Institution should be attached)

8. a) Have you been subjected to any disciplinary inquiry or disciplinary punishment during the period from the date of promotion to Grade I up to the closing date of applications: .....
- b) Particulars, if any: -  
.....  
.....

I do certify that the above particulars are true and correct. I am also aware that if any particulars contained herein are found to be false or incorrect before selection I am liable to be disqualified and, if so found after offer appointment I am liable to be dismissed from the service without any compensation.

.....  
Date

.....  
Signature of the Applicant

**Part-02: Recommendation of the immediate Supervising Officer: -**

If Mr. ....who is serving in the post of Public Health Inspector under my supervision, has satisfied the required qualifications, I recommend him to be appointed to the Post of Principal Public Health Inspector of the Ministry of Health.

.....  
Date

.....  
Signature and Official Stamp of the Officer  
in Special Grade / Head of the Branch

**Part-03: To be filled by the officer-in charge of the subject according to the personal file of the officer concerned.**

I hereby certify that all the particulars furnished from 01-08 in the application are correct according to the personal file of the officer concerned.

.....  
Date

.....  
Signature of the officer-in charge of the subject

**Part-04: Recommendation of the Administrative Officer**

I certify that all the particulars furnished from 01-08 in the application of the officer concerned are correct, I do recommend the application.

.....  
Date

.....  
Signature of the Administrative Officer

**Part-05: Recommendation of the Head of Institution**

I certify that all information furnished above of Mr.....who is holding the Post of Public Health Inspector, is correct, he has been promoted to Grade I/Supra Grade in the Post of Public Health Inspector from the date of ....., and has completed a continuous and satisfactory service period of 05 years as at the closing date of application. I do recommend this application submitted for recruitment to the Post of Principal Public Health Inspector of the Ministry of Health.

.....  
Date

.....  
Signature and Official Stamp of the Head of Institution