Post applying for

Annexure 2

For office use

APPLICATION FORM

(For Supporting Staff Post)

Application for the post of…… for Projects, Ministry Of Highways

1) Post applying for: ……
   (If applying for more than one post, separate application should be submitted for each post)

2) Name with Initials
   (In Sinhala/ Tamil) ……
   මයා/මිය/මෙනවිය
   (In English / Block capital letters) Mr./ Mrs. / Miss:
   ……

3) Names denoted by the initials
   (In Sinhala/ Tamil) ……
   (In English / Block capital letters)
   ……

4) Nationality: ……..

5) Gender: Female / Male: ……

6) National identity card No: | | | | | | | | | | |

7) Date of birth: | | | | | | | | |

8) Age: | | | | | | | | |
   (As at application closing date)

9) Residence details:

Address …… …… ……	
Telephone No	
Mobile No	
E - Mail	

Office details:

Address …… …… ……	
Telephone No	
Mobile No	
E - Mail	

10) Educational Qualifications:

- G.C.E. O/L (අ.පො.ස. /සා.පෙළ)

No	Subject	Grade	
		1st Attempt Index No:	2nd Attempt Index No:
01			
02			
03			
04			
05			
06			
07			
08			
09			
10			

- GCE A/L (අ.පො.ස. /උ.පෙළ)

No	Subject	Grade	
		1st Attempt Index No:	2nd Attempt Index No:
01			
02			
03			
04			

11) Other Qualifications - (Degree/ Diploma/ Certificates/ Trainings etc.)

No	Course Name	NVQ Level (If Any)	Subject / Relevant Field	Validity Date	University/Institute
01					
02					
03					

12) Experiences Gained (Other Institutes):

I. Permanent Appointment Date:

II. Designation:

III. Confirmation Date:

Position	Institution	Period (From – to)	No of Years

13) Experiences Gained in Projects:

Position	Project Name	Period (From – to)	No of Years

14)Details of previous releasement from the substantive post – if any

Name of the Project / Institution	Position held	Time duration from-to	No of years	Releasement basis		
				Full time (with full - Pay)	Full time (with No - Pay)	Acting

15) Certificate / Letters regarding experience (Attach photocopy)

IV. ……

V. ……

VI. ……

16) Certification of the Applicant

I certify that I have read the Notice regarding calling for application and fully understood all the details about for this application. There are no judicial proceedings against me and I certify that the information provided by me in this application it true and correct. I am aware that, I am not eligible to the post if the information I have provided is found to be incorrect and I have bound with the rules and regulation which are mentioned in 2/2026 Management Services Circular.

Date: ……. ……..

Signature of applicant

17) Recommendation of the Head of the Institution

(For officers confirmed in Public Service/ Provincial Public Service including Local Authorities/ Public Corporations/ Statutory Boards and Fully State-Owned Companies)

V. I hereby certify that the below mentioned details are true and correct as per the details in Mr./Mrs./Miss. …….. (Name of the applicant) personal file, who is submitted this application is serving in …….. (Present Employment Place)

• PF Number	
• Permanent Designation	
• First Appointment Date	
• Confirmation Date	

VI. Applicant is serving in …….. (Present Employment Place) as a …… (Substantive post of the applicant) and no disciplinary action has been taken against him/her and there is no intention to take disciplinary action.

VII.

Name of the Project / Institution	Position held	Time duration from-to	No of years	Releasement basis		
				Full time (with full - Pay)	Full time (with No - Pay)	Acting

Also, His/ her previous releasement details from the substantive post that are in above table are confirmed with their personal files.

VIII. After considering above details and provisions stipulated in Management Services Circular No: 2/2026, He/ She could be released and agreed to be released according to the Para 2.3.3 (a) – Fulltime releasement with full pay basis/2.3.3. (b) – Fulltime releasement with no pay leave basis/2.3.3 (c) – Acting releasement basis for the …….. (Further releasement period) mentioned in said circular, from his/ her substantive post if selected to this post.

Date: ……

……

Signature and seal of Head of the Institute

Post applying for

Annexure 1

For office use

APPLICATION FORM (Category A-F)

Application for the post of…… for Projects, Ministry Of Highways

1) Post applying for: ……
(If applying for more than one post, separate application should be submitted for each post)

2) Name with Initials
(In Sinhala/ Tamil) ……
මයා/මිය/මෙනවිය
(In English / Block capital letters) Mr./ Mrs. / Miss:
……

3) Names denoted by the initials
(In Sinhala/ Tamil) ……
(In English / Block capital letters)
……

4) Nationality: ……..

5) Gender: Female / Male: ……

6) National identity card No:

7) Date of birth:

8) Age:
(As at application closing date)

9) Residence details:

Address …… …… ……	
Telephone No	
Mobile No	
E - Mail	

Office details: (Present Employment Place)

Address …… …… ……	
Telephone No	
Mobile No	
E - Mail	

10) Educational Qualifications:

No	Course Name	Degree/ P.G.Degree/ P.G Diploma/ Diploma	Subject/ Relevant filed	Validity Date	University/ Training institute
01					
02					
03					

11) Professional qualifications:

No	Professional qualification	Validity Date	Institution	NVQ level
01				
02				
03				

12) Relevant Trainings:

Training Name	Institute	Period	Relevant Field

13) Experiences Gained (Other Institutes):

Position	Institution	Period (From – to)	No of Years

14) Experiences Gained in Projects:

Position	Project Name	Period (From – to)	No of Years

15) Details of previous releasement from the substantive post – if any

Name of the Project / Institution	Position held	Time duration from-to	No of years	Releasement basis		
				Full time (with full - Pay)	Full time (with No - Pay)	Acting

16) Certificate / Letters regarding experience (Attach photocopy)

I. ……
II. ……
III. ……

17) Certification of the Applicant

I certify that I have read the Notice regarding calling for application and fully understood all the details about for this application. There are no judicial proceedings against me and I certify that the information provided by me in this application it true and correct. I am aware that, I am not eligible to the post if the information I have provided is found to be incorrect and I have bound with the rules and regulation which are mentioned in 02/2026 Management Services Circular.

Date: ……. ……..

Signature of applicant

18) Recommendation of the Head of the Institution

(For officers confirmed in Public Service/ Provincial Public Service including Local Authorities/ Public Corporations/ Statutory Boards and Fully State-Owned Companies)

I. I hereby certify that the below mentioned details are true and correct as per the details in Mr./Mrs./Miss. …….. (Name of the applicant) personal file, who is submitted this application is serving in …….. (Present Employment Place)

• PF Number	
• Permanent Designation	
• First Appointment Date	
• Confirmation Date	

II. Applicant is serving in …….. (Present Employment Place) as a …… (Substantive post of the applicant) and no disciplinary action has been taken against him/her and there is no intention to take disciplinary action.

III.

Name of the Project / Institution	Position held	Time duration from-to	No of years	Releasement basis		
				Full time (with full - Pay)	Full time (with No - Pay)	Acting

Also His/ her previous releasement details from the substantive post that are in above table are confirmed with their personal files.

IV. After considering above details and provisions stipulated in Management Services Circular No: 2/2026, He/ She could be released and agreed to be released according to the Para 2.3.3 (a) – Fulltime releasement with full pay basis/2.3.3. (b) – Fulltime releasement with no pay leave basis/2.3.3 (c) – Acting releasement basis for the …….. (Further releasement period) mentioned in said circular, from his/ her substantive post if selected to this post.

Date: …… ……

Signature and seal of Head of the Institute