

For office use

Application for selection of Grade I officers of the Sri Lanka Educational Administrative Service to the post of Additional Provincial Director of Education and Zonal Director of Education.

Part "A"

01. The Posts applied for

	Posts that applied for (mention in order of priority)
01	
02	
03	
04	
05	

02. 2.1 Name with Initials (in Sinhala) Ven./Mr./ Mrs./Miss :

.....

2.2 Full Name (in Sinhala) Ven./Mr./ Mrs./Miss :

.....

2.3 Full Name (In Block Letters in English) Rev/Mr./Mrs. /Miss :

.....

03. 3.1 Date of Birth :

3.2 Age :(as at the closing date of the application) : Years..... Months Days

3.3 Gender :

04. Write the address clearly Block letters in English.

4.1 Official Address:

.....

4.2 Official Telephone Number :

4.1 Permanent Address :

.....

4.2 Personal Telephone Numbers :

Residence:

Mobile:

4.5 E-Mail Address :

05. 5.1 Nature of appointment to the Sri Lanka Educational Administrative Service :

..... (Open/Restricted/Senior Skilled/Other basis)

5.2 Date of appointment to the Sri Lanka Educational Administrative Service :

.....

5.3 Date of promotion to Grade II in Sri Lanka S.L.E.S. :

.....

5.4 Date of promotion to Grade I of the Sri Lanka S.L.E.S. I: :

.....

06. 6.1 Current post :

6.2 Date of assuming duties in that post :

07. Experience in the field/fields:

7.1 Projects undertaken for educational development (Marking Scheme 2. I)

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

**** These projects shall be projects in which the officer has made a direct contribution with formal approval, and the project report, time frame and progress of the project shall be submitted .**

7.2 Service experience

7.2.1 School management

Principal (Serving in a position in a school where a Grade 1 officer of the Sri Lanka Educational Administrative Service is required to hold the post of Principal. (Marking Procedure 2.2.I)

Name of the school	Province	Period of service as principal	
		From	To

7.2.2 Office Management

Serving in a Grade 1 post in the Sri Lanka Educational Administrative Service. (Excluding Principal posts) (Marking Scheme 2.2. II)

Post	The grade of the Post	Period		Service Station
		from	to	

** Certified copies of formal appointment letters issued by the relevant appointing authorities shall be attached..

08. 8.1 Additional Educational Qualification/ Professional Qualification (Post Graduate (with Research), Post Degree (Non-Research), Post Graduate Diploma/Graduate or Post Graduate Certificate) (Marking Scheme 3.I)

Educational Qualification	Subject	University/Institution	Certificate Validity Date

Note 01: No marks shall be given for educational qualifications applied as a basic qualification during recruitment or for efficiency bar or for grade promotions..

8.2 Details on research, innovation and inventions ((Marking Scheme 3.2)

.....

.....

.....

.....

.....

Note 02: For this purpose, marks shall not be given for the projects considered in 2.1.

8.3 Qualifications related to the field ((Marking Scheme 3.3)

Training	Training Institution/Organization	Period	
		from	To

Note 03: No marks shall be given for the Sri Lanka Educational Administrative Service In-Service Training Certificate, Capacity Development Training Course Certificates in Educational Management and Administration.

8.4 English Language Proficiency (Marking Scheme 3.4)

Qualification (Certificates/Diplomas and others)	Institution/Organization where qualification was completed	Certificate validity date

8.5 IT Proficiency (Grade 3.5)

Qualification (Certificates/Diplomas and others)	Institution/Organization where qualification was completed	Certificate validity date

09. Service Appreciation/Certificates of Commendation (General Form 230 B) Certificates of Awards/Achievements

.....

.....

.....

.....

**** Certified copies of certificates proving qualifications related to application numbers 05, 06, 07, 08 and 09 shall be attached with the application.**

10. I declare that the above information is correct. I certify that I have earned the required salary increments within the past five (05) years and have not been subject to any disciplinary action.

11. I agree to accept any other position mentioned in the vacancy list if selected for a position given priority under 01 above.

12. I do hereby submit the application form with correct and complete information from No. 01 to 08 and certified copies of all the documents mentioned as attachments and the relevant number on the top right corner of each document have been prepared as an attachment file in numerical order

.....
Date

.....
Signature of the Applicant

Part "B"

Certificate from the immediate staff officer in charge of the applicant's personal file

This application is submitted by the Reverend Mr./Mrs./Mrs./Ms.,

01. The information provided by the applicant from numbers 1 to 10 is correct/incorrect..

02. You have taken half-pay/No-pay leave in the previous 05 years of service in the Sri Lanka Educational Administrative Service. Yes/No

2.1 Reduction in service time due to taking leave (complete only if applicable).

Relevant Period		Description (Half-pay leave / No-pay leave)
from	To	

03. You have earned all salary increments in the previous 05 years of the Sri Lanka Educational Administrative Service? Yes/No

3.1 If salary increments have been delayed, the reasons for that delay

Relevant Period		Reason for delay in salary increment (mention briefly)
From	To	

04. I have not been subject to any form of discipline, audit or investigation in the Sri Lanka Educational Administrative Service within the previous 05 years. Yes/No

4.1 If so, information about any examinations or investigations that have been conducted.

Year	Whether disciplinary/audit/investigation	Current Situation

(**If charge sheets / disciplinary orders have been issued, attested copies thereof must be attached.)

05. I have **Completed satisfactory service in Sri Lanka Education Administration Service in previous 05 years** Yes/ No.

06. **The requirements under the qualifications stated in the notification have been met/not met.**

07. I have not been convicted by a court of law. If convicted, briefly state the nature of the offense,

.....

.....
 Date

.....
 (Signature and official seal)

Part “C”

For officers released for provincial public service

Provincial Education Secretary,

According to the information provided above I give my recommendation to Rev/Mr./Mrs./Ms for the application submitted for a Grade 1 position/positions in the Sri Lanka Educational Administrative Service in the North Central Province. Further, if the said officer is selected for this position, I do/don't agree to be released from the Provincial Government Service without replacement.

.....
Date

.....
Provincial Director of Education
(Signature and Official Seal)

Applicants from other provinces, other than applicants from the North Central Province, shall submit recommendations from the Secretary and Chief Secretary of the relevant Provincial Ministry of Education.

Chief Secretary,

I give my recommendation to Rev/Mr./Mrs./Ms for the application submitted for a Grade 1 position/positions in the Sri Lanka Educational Administrative Service in the North Central Province. Further, if the said officer is selected for this position, I do/don't agree to be released from the Provincial Government Service without replacement.

.....
Date

.....
Provincial Secretary of Education
(Signature and Official Seal)

I give my recommendation to Rev/Mr./Mrs./Ms for the application submitted for a Grade 1 position/positions in the Sri Lanka Educational Administrative Service in the North Central Province. Further, if the said officer is selected for this position, I do/don't agree to be released from the Provincial Government Service without replacement.

.....
Date

.....
Chief Secretary
(Signature and Official Seal)

Part “D”

**** For officers employed in National Schools/Examinations or Education Publications
Department/Ministry of Education**

According to the information provided above I give my recommendation to Rev/Mr./Mrs./Ms for the application submitted for a Grade 1 position/positions in the Sri Lanka Educational Administrative Service in the North Central Province. Further, if the said officer is selected for this position, I do/don't agree to be released from the Provincial Government Service without replacement.

.....
Date

.....
Secretary to the Ministry
(Signature and Official Seal)