

Specimen Form of Application

Recruitment for the Post of Senior Tutor Public Health Inspector for the Public Health Inspector Training School belonging to the Para Medical Service in the National Institute of Health Sciences, Kalutara under the Ministry of Health

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

1. (a) Name with Initials:
(b) Name in Full:
(c) National Identity Card No.: T.P No.....
2. Place of Work:
3. Date of Recruitment to the Training:
4. Post in Segment II 'B' and the date of appointment to the said post:-
5. Date of Promotion to Segment II 'A':
6. (a) Date of Promotion to Grade I:.....
(b) Date of Promotion to Supra Grade:.....
(c) Present Grade & Date of Promotion to Present Grade:-.....
7. (a).Teaching Experience:from.....to.
8. (a) Have all salary increments been earned by the prescribed date during the (05) years immediately prior to the closing date of applications.(YES/NO)
2018 -
2019 -
2020 -
2021 -
2022-
(b) If not, give reasons,.....
9. Particulars of no-pay leave obtained by the officer during the (05) years immediately prior to the closing date of applications.
(a) If the no-pay leave has been obtained, relevant periods and reasons:-
.....
(b) If half-pay leave has obtained, relevant periods and reasons:-
.....
10. (a) Have you been subject to any disciplinary inquiry or disciplinary punishment during the period of 05 years immediately prior to the closing date of applications:
(b) Particulars, if any: -

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

.....
Date

.....
Signature of the Applicant

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

If Mr.....who is serving in the Post of Tutor Public Health Inspector under my supervision, has satisfied the required qualifications, I recommend him for the appointment to the post Senior Tutor Public Health Inspector in Public Health Inspector Training School.

.....
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 01-10 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 01-10 in the application of the officer concerned are correct. The application is recommended.

.....
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 Tutor Public Health Inspector, is correct, he has been promoted to Grade I / Supra Grade of the post of Public Health Inspector from I recommend this application submitted for the post of Senior Tutor Public Health Inspector in Public Health Inspector Training School.

.....
Date

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