

SPECIMEN FORM OF APPLICATION

Calling applications for recruitment to the posts belonging to Primary Semi Skilled Service Category (PL – 02) in hospitals/institution under the Ministry of Health - 2023

Part I (to be filled by the applicant)

01. Post applied for:-

02. Language medium you wish to sit examination :-(Write the relevant number in the cage)

(Sinhala - 1, Tamil - 2, English- 3)

03. a. Name in Full -(In English capital letters) Eg:- SURIYA ARACHCHILAGE SILVA

Mr./Mrs./Miss.....

.....

.....

b. Name with initials - (In English capital letters) Eg - Mr. S.A. SILVA

.....

c. Name in Full -(in Sinhala/Tamil)

.....

.....

..

04. a. Official address -.....

.....

b. Permanent /private address -

.....

.....

c. District of permanent residence -.....

d. Address to which the admission card should be sent - (In English Capital letters)

.....

05. Date of Birth -..... 06. National Identity Card No-.....

07. Telephone No -Mobile..... Fixed.....

08. Citizenship -..... 09. Gender-.....

10. Civil Status-.....

11. Educational Qualifications –G.C.E (O/L) Examination:-Year:-.....Index No:-.....

| Serial No | Subject | Grade | Serial No | Subject | Grade |
|-----------|---------|-------|-----------|---------|-------|
| 1. | | | 4. | | |
| 2. | | | 5. | | |
| 3. | | | 6. | | |

12. (a) Present post-.....

(Grade III/ GradeII / GradeI / Special Grade) (Delete irrelevant words.)

(b) Date of appointment to the said post-.....

(c) Particulars of all posts held in the health service up to now -

| post | Date of appointment | Conformed/Not Conformed in the said post |
|---------------------------|---------------------|--|
| 1. First appointment..... | | |
| 2. | | |
| 3. | | |
| 4. | | |

13. Other qualifications -.....

I hereby certify that the particulars furnished by me in this application are true. I am aware that if any particulars contained herein are found be false before selection, I am liable to be disqualified for this appointment and if so found after the appointment, I am liable to be dismissed from the service without any compensation.

Date.....

.....
 (Signature of the Applicant)

Part II (to be filled by the officer in charge of the subject)

14. Particulars of commendations received and punishments imposed during the preceding 5 years. -

| Commendations | Dates received and particulars | Punishments | Dates imposed and particulars |
|---------------|--------------------------------|-------------|-------------------------------|
| 1. | | 1. | |
| 2. | | 2. | |
| 3. | | 3. | |
| 4. | | 4. | |
| 5. | | 5. | |

15. All the increments during the preceding 5 years has / has not earned. (If not earned, give reasons.)

.....

16. (a) Particulars of leave obtained during the period of five years immediately prior to,the closing date of applications.(For those who hold posts belonging to the PL-01 service category)

| Year | Casual | Vacation | Half pay | No pay | Other |
|-----------------|--------|----------|----------|--------|-------|
| From 30.06.2018 | | | | | |
| .2019 | | | | | |
| .2020 | | | | | |
| .2021 | | | | | |
| .2022 | | | | | |
| To 30.06.2023 | | | | | |

(b) Particulars of leave obtained during the period of 3 years immediately prior toThe closing date of applications (For those who hold posts belonging to PL-02 service category)

| Year | Casual | Vacation | Half pay | No pay | Other |
|-----------------|--------|----------|----------|--------|-------|
| From 30.06.2020 | | | | | |
| .2021 | | | | | |
| .2022 | | | | | |
| To 30.06.2023 | | | | | |

I hereby certify that the personal file of the applicant was checked and the particulars furnished by the applicant from 01 to 13 of the application and the above particulars furnished from 14 to 16 are correct.

Date.....

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

Recommendation of Head of Institute

(a) I. I hereby certify that the above mentioned officer has completed a continuous, satisfactory and permanent service period of minimum 5 years in a post in Grade III belonging to Primary Grade (Unskilled) Service category as at the closing date of applications and has been confirmed in the service.

II. That the above employee has completed a continuous, satisfactory and permanent service period of minimum 3 years in a post in Grade III belonging to the Primary Grade (Semi Skilled) Service Category and has been confirmed in the service.

III. And that he has been confirmed in the present post.

(b) Application is recommended / not recommended.

If not recommended, give reasons.-

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.....
Signature of Head of Institute

Name -

Date -

Post-

(official stamp)