

### Application for the Post of

# ASSISTANT DIRECTOR /DEPUTY DIRECTOR (FINANCE & ADMINISTRATION)

#### \* Mandatory

1. \* Title : Surname \* : \* Initial : **Other Names Denoted** : \* by initials \* Gender : \* Civil Status : \* NIC : \* Date of Birth : \* Nationality : \* Present Address : \* District : \* Contact Nos. Mobile – : Home -Office –

:

\* Email

* Educational Qualifications	
* G.C.E Advance Level	
Year	Index Number
School	
District	
Results (1 <sup>st</sup> Attempt)	

Subject	Grade
1.	
2.	
3.	
4.	

# University Attended

University

2.

Year of Pass Out

Effective Date of Degree

Stream

Specialization On

Grade/Class

### 3. <u>Professional qualification:</u>

Institution/ University	Description

# 4. **\*** Working Experience:

Institute	Period of Service	Appointment
1.		
2.		
3.		
2		

#### 5. Other Qualifications

#### 6. Other extra Activities:

#### 7. Two Non related Referees:

Name	Address	Tel.No

### 8. Declaration of the Applicant:

- (a) I respectfully declare that the particulars furnished by me in this application are true and correct to the best of my knowledge. I agree to bear the loss which may occur due to incomplete and /or incorrect completion of any part of this application. Further, I state that, all sections of this application completed are true and correct to the best of my knowledge.
- (b) I shall not subsequently change any information stated above.

Date

Applicant's Signature

9. (This part is applicable only for candidates who engage i head of the Department/ Institution:	n government employment) Attestation of the		
I hereby certify that Mr./Mrs./Miss			
who is working in this ministry/department/institution, is working in			
post of and his/her work and conduct are satisfactory, no disciplinary action			
pending against him/her and no decision has been taken to impose any such in the future. If he/she will be			
selected for this post, he/she can/cannot be released from the service.			
Date			
	Signature of the Head of the		
	Department or Authorized Officer.		
Name:			
Designation:-			
Ministry / Board:-			