

13. Exam & Promotion Information

1 Service	2 Grade	3 Exam Details	4 Joined/ Promotion Date	5 Backdated Date (YYYY:MM:DD)	6 Exam (EB/Typing) Completed /Released Date (YYYY:MM:DD)
SLAS	Class 1	-			/ / / / /
	Class ii/i	Interview			
	Class ii/ii	Dip. In G. Mgt			
		Second Language			
		EB 2			
		EB 1			
TS	Special Class	-			
	Class 1	Prom.E/Service			
		EB 1			
Librarian	Super Gd.	-			/ / / / /
	Class i	-			/ / / / /
	Class ii	EB			
	Class iii	EB			
PMAS i. GCS ii. Typist iii. Steno iv. BK v. Shroff	Super Gd.	Supra-Exam			/ / / / /
	Class i	EB			
	Class ii	EB			
	Class iii	Typing Test			
OES (KKS)	Class 1	-			/ / / / /
	Class 2	-			/ / / / /
	Class 3	EB			
Drivers	Class 1	-			/ / / / /
	Class 2.b	EB			

19. Educational Qualifications						
19.1 Highest Educational Qualification:	8 th Grade	O/L	A/L	Degree	Masters	
<p>19.2 Only to be filled by the OES/Drivers</p> <p>19.2.1 School/Institute – 8th Grade: <input style="width: 150px; height: 15px;" type="text"/></p> <p>19.2.2 Year – 8th grade: <input style="width: 40px; height: 15px;" type="text"/></p> <p>19.2.3 Comments: <input style="width: 400px; height: 50px;" type="text"/></p>						

20. Ordinary Level Qualifications														
Name of the School/Institute:		<input style="width: 100%; height: 20px;" type="text"/>												
Attempt 1						Attempt 2								
					Year						Year			
					<input style="width: 15px; height: 15px;" type="text"/> Y	<input style="width: 15px; height: 15px;" type="text"/> Y	<input style="width: 15px; height: 15px;" type="text"/> Y	<input style="width: 15px; height: 15px;" type="text"/> Y			<input style="width: 15px; height: 15px;" type="text"/> Y	<input style="width: 15px; height: 15px;" type="text"/> Y	<input style="width: 15px; height: 15px;" type="text"/> Y	<input style="width: 15px; height: 15px;" type="text"/> Y
Index Number:						Index Number:								
<input style="width: 15px; height: 15px;" type="text"/>						<input style="width: 15px; height: 15px;" type="text"/>								
Subjects						Subjects						Grade		

21. Advance Level Qualifications

Name of the School/Institute:

Attempt 1

Year

Y	Y	Y	Y
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Index Number:

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Attempt 2

Year

Y	Y	Y	Y
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Index Number:

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Subjects		Grade	Subjects		Grade

22. Higher Education (Masters/Post Graduate Diploma/Degree/Higher Diploma/Diploma)

Qualification Name	Qualification Stream	Institute/University	Status	Year

23. Professional Qualifications (FCA/CIMA/CIM/ACCA/ICASL/ICSA/BCS)

Qualification Name	Qualification Stream	Institute/University	Status	Year

24. Language Proficiency

Language	Reading	Writing	Speech	Highest Examination Passed	Date Achieved (YYYYMMDD)
Sinhala	1 2 3	1 2 3	1 2 3		□□□□ □□ □□
Tamil	1 2 3	1 2 3	1 2 3		□□□□ □□ □□
English	1 2 3	1 2 3	1 2 3		□□□□ □□ □□
Other	1 2 3	1 2 3	1 2 3		□□□□ □□ □□

1 = Excellent 2 = Average 3 = Poor

25. Drivers Information

(To be filled only by the Drivers)

25.1 Driving license Number:

25.2 Date Issued (YYYYMMDD):

25.3 Date of Expiry (YYYYMMDD):

25.4 Class of Motor Vehicle:

26. Translators Language Information (To be filled only by the Translators)

Languages Qualified for Translating:

Sinhala/Tamil Sinhala/English Tamil/Sinhala Tamil/English

27. Verification of Information (To be filled by the PMAS Officer who handles the personal files)

Director General of Combined Service

Mr / Mrs / Miss. _____

is serving in this office. I hereby certify that the particulars specified in the above application have been checked with the personal file and found to be correct. Accordingly, the application is forwarded herewith.

Name of Subject Officer:

Date: Signature:

28. Verification of Information (To be filled by the Employee)

I do hereby certify that the particulars specified by the PMAS Officer (who handles my personal file) in this form are true and correct.

Name of Employee:

Date: Signature:

29. For Office Use Only

Data Entered by:

Date: Signature:

Data Validated by:

Date: Signature: