

Obtaining information for granting permanent appointments to Management Assistant and Primary Category Officers belonging to the Support Staff of Hon. Ministers/ Deputy Ministers to the posts in Office Employees’ Service under Public Administration Circular No.17/2018.

01. Name :
02. A certified copy of the National Identity Card
03. Certified copy of the officer’s letter of appointment to the support staff of Hon. Ministers/ Deputy Ministers
 Date of appointment post
04. Person who granted the appointment
05. Certified copy of the history sheet prepared for confirmation of the continuous service period of 03 years from the date of appointment to the support staff (Annex 07)
06. Whether the officer has completed a continuous service period of 03 years from the date of appointment to the support staff Yes No
07. Vacancies at the Ministry or Institutions under the Ministry Available Not Available
08. Certified copy of the birth certificate
 Date of birth National Identity Card Number
- Age as atat the time of recruitment to the post.....
09. Certified copies of the educational certificates
 i. Grade/ Year as per the school leaving certificate:-
 ii. Year of first sitting for G.C.E. (O/L).....
 Distinction :- Credit :- Ordinary :-
 iii. Year of second sitting for G.C.E. (O/L) (if applicable)
 Distinction :- Credit :- Ordinary :-
10. If there is any change in the name mentioned in the certificates submitted, whether an affidavit regarding the same has been attached Yes No

Since the officer has/ has not satisfied the qualifications as per Public Administration Circular No.17/2018, I hereby recommend/ not recommend him/her to be appointed to a post of.....in the Combined Office Employees’ Service to be effective from.....

.....
 Recommendation of the Secretary of the Ministry