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பொது நிர்வாக, உள்ளாட்டலுவல்கள், மாகாண சபைகள் மற்றும் உள்ளாட்சி அமைச்சு  
Ministry of Public Administration, Home Affairs, Provincial Councils & Local Government

ස්වදේශ කටයුතු අංශය  
உள்ளாட்டலுவல்கள் பிரிவு  
Home Affairs Division

"නිල මැදුර", අල්විටිගල මාවත, කොළඹ 05.  
"நில மெதுர", எல்விதிகல மாவத்தை, கொழும்பு 05  
"Nila Madura", Elvitigala Mawatha, Colombo 05.

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මගේ අංකය }  
எனது இல } HA/1/1/15  
My No }

ඔබේ අංකය }  
உமது இல }  
Your No }

දිනය }  
திகதி } 2022.11.18  
Date }

**Calling for applications from the officers of Sri Lanka Administrative Service for appointment to Gampaha District Secretary post**

It has been decided to call applications from the officers in Special Grade of Sri Lanka Administrative Service for the Gampaha District Secretary post of the Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government.


02. Accordingly, you are kindly informed to forward the application prepared as per the format given in Annexure 01 together with the scanned copies of the relevant documents certified by you to support the qualifications mentioned therein, to the email address: [moha.gasubmission@gmail.com](mailto:moha.gasubmission@gmail.com), before 12.00 noon on 25.11.2022.

03. You are further informed to forward your application form along with scanned copies of relevant document only in PDF format.

04. At the same time, after forwarding the application, an interview will be held to examine the qualifications of the relevant officer where the officer should make a PowerPoint presentation on the following topics.

- i. The creative work implemented and the acquired skills within one's service period and how they could be implemented in practice if appointed to the post of District Secretary.

05. This presentation should be made in English medium.

  
M.M.P.K. Mayadunne

Secretary

Ministry of Public Administration, Home Affairs,  
Provincial Councils and Local Government

Telephone : 0112050356  
Fax : 0112369822  
Email : [distaddivisionnew@gmail.com](mailto:distaddivisionnew@gmail.com)

**Calling for applications from SLAS Officers for appointment to the post of Gampaha District Secretary-2022**
**Section A**
**01. Personal Information**

- 1.1 Name in Full: .....
- 1.2 Permanent Address: .....
- 1.3 NIC Number: .....
- 1.4 Date of Birth: .....
- 1.5 Mobile No: .....
- 1.6 Personal Email Address: .....

**02. Service Description**

- 2.1 Date of Promotion to Special Grade: .....
- 2.2 Current Designation : .....
- 2.3 Grade related to the post currently held in SLAS: .....
- 2.4 Current Work Place : .....
- 2.5 Office Address : .....
- 2.6 Office Telephone Number: .....
- 2.7 Office Fax Number: .....

**03. Prior Service Description/Details**

3.1 Service in a Special Grade post in SLAS:

Institute	Post	Duration	
		From	To

**3.2 Service in a Grade I post in SLAS**

Institute	Position	Duration	
		From	To

**3.3 Service in a Grade II/Grade III post in SLAS**

Institute	Position	Duration	
		From	To

**04. Educational Qualifications**

**4.1 Degree qualifications obtained except the post-graduate degree to be qualified for appointment to the Special Grade**

Degree	University	Language Medium

**05. Professional Qualifications**

- i. ....
- ii. ....
- iii. ....
- iv. ....
- v. ....

**06. Appraisals obtained during service period**

6.1 Productivity awards achieved at national level or quality certifications such as ISO and recognized awards offered by government departments

- I. ....
- II. ....
- III. ....

6.2 Productivity awards received at provincial level

- I. ....
- II. ....
- III. ....

6.3 Productivity awards received at district level

- I. ....
- II. ....
- III. ....

**07. Certificate of commendation received during service:**

7.1 Commendations received from a Ministry Secretary

- I. ....
- II. ....
- III. ....

7.2 Commendations received from a Head of Department

- I. ....
- II. ....
- III. ....

**08. Certificate of Applicant**

I hereby certify that the information furnished by me in this application form is true and correct.

.....

Date

.....

Applicant's Signature

**Section B**

**01. Recommendation of Head of Institute:**

I hereby certify that this applicant, Mr./Mrs./Miss .....  
serves as.....attached to the Ministry/Department of  
.....and accordingly,

- I. This officer has/has not been subject to warning under Summary Disciplinary Procedure (Specify if subject to warning)
- II. He/she has/has not been subject to punishment (Specify if subject to punishment)
- III. And, He/she has /has not been subject to punishment based on investigations on land duties/granting of land permits (Specify if subject to punishment)

and that the information submitted by him/her was checked with the personal file to be true and correct.

.....  
Date

.....  
Name / Post of Head of Institution  
(Official Seal)

**\* Note**

Copies of all certificates annexed hereto shall be self-attested and submitted.