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அரசாங்க நிர்வாக மற்றும் முகாமைத்துவ அமைச்சு Ministry of Public Administration and Management

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මගේ අංකය	ඔබේ අංකය	දිනය
எனது இல	உഥதු இහ	ඉ.සුනි:
My No	Your No	Date } 13.12.2017

All Secretaries of Ministries

Heads of Departments

Calling Nominations for the Pool of Resource Persons

Since it has been planned to conduct many training programmes in future by the Ministry of Public Administration and Management, arrangements have already been made to create a pool of resource persons in the Ministry.

02. If there are officers who are interested in working as resource persons for the training programmes serving at your Ministry/ Department at present, you are kindly requested to perfect the format indicated in Annex 01 and send it before 31.01.2018 along with your recommendations.

03. Further, if there are officers who have retired from public service and interested in working as resource persons, kindly inform the said officers to perfect the format indicated in Annex 02 and send it before 31.01.2018 and further details in this regard can be obtained from the website www.pubad.gov.lk and by calling the Human Resources Development Division on 011-2698464.

04. Your cooperation in this regard is highly appreciated.

Sgd./ Pradeepa Serasingha

Additional Secretary (Human Resources Development Division)

For Secretary

Application for the Pool of Resource Persons

(For the officers who are service at present)

Ministry of Public Administration and Management

⁄Iinis	try/ Department:			•								
	ersonal information 1. Name: Mr. / Mrs. / Miss.)								· · · · · · · · ·		
1.	2. Permanent address:								•••••			
1.	3. Temporary address:											
1.	4. Telephone Number				••••		••••			• • • • • •	• • • • • • •	
	1.4.1. Office:											
	1.4.2. Personal:					_						
	1.4.2.1. Residence:											
	1.4.2.2. Mobile:											
1.	5. National Identity Card N	lo :										
	rticulars on the service 1. Date of first appointment	in public serv	vice : Y	YYY	Y / 1	VIV.	I / I	D				
	2. Particulars on service stati		to now	/:								
	2. Particulars on service stati Service Sta		to now	/:			Pe	erioc	l of s	servio	ee	
			to now	7:			Pe	erioc	l of s	servic	e	
			o to now	<i>y</i> :			Pe	erioc	l of s	servic	ce	
			to now	7:			Pe	erioc	l of s	servic	ce	
			o to now	7:			Pe	eriod	l of s	servic	ce	
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2.:	Service Sta	resent:										
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2 2 2 2 3.	Service Station at programmer 2.3.1. Service station at programmer 2.3.2. Address:	resent:									For c	office use

							For o	ffice use
3.3. Details of the post graduate degree / diploma							Α	В
3.3.1. University / Institution								
	3.3.2. Post graduate degree / diploma							
	3.3.3. Sub	jects	•••••					
4.	Professional ex	perience						
. •		e in public servic	ce (As at 3)	1- Dec - 2017	')		Y Y N	M D D
	*	e (years) in the s			<i>'</i>	oresent	YY	1 M D D
		of December 20			C I		1 1 1	T IVI D D
	•	e (years) in the	,	hich the office	er belongs at p	resent	YYN	лмрр
		of December 20			0 1			I IVI D D
			•					
5.		a resource person	n					
	5.1.						For offi	ce use
	Ins	stitution		Perio	d served		С	D
				Y Y M	MDD			
						-		
				Y Y M	M D D	_		
				Y Y M	M D D			
				Y Y M	M D D			
				1 1 111	IVI D D			
	5.2. Other:							••••
6.	Medium in whi	ch the officer pr	efers to pro	ovide the ser	vice (Mark √aş	gainst 1	he preferre	ed medium)
	Sinhal		Tamil		Znalish D			
	Siiliai	a	Tallill L		English 📖			
7.	Fields/ subjects	s in which you pr	refer to ser	ve as a resou	rce person:			
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	iii							
Ιh		t the particulars	fumiahad	aharra ana tmy	a and a assumate			
1 110	ereby certify tha	i tile particulars	Turmsned a	above are tru	e and accurate.			
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C -	4°C°4C 41 °	IIJ£41 I	4.44.		Signature of t	ле арр	ncant	
<u>Ce</u>	rtificate of the	Head of the Ins	titution					
Th	e particulars fur	nished above by	the applica	ant are accura	ate. I hereby red	comme	end the app	lication.
D-	tar							
υa	te:			•			•••••	

Application for the Pool of Resource Persons

(For retired officers)

Ministry of Public Administration and Management

	nal information Name: Mr./ Mrs./ Miss.)														
1.2.	Permanent address:														
			•••••				•••••	••••		••••	•••••				
1.3.	Temporary address:														
1.4.	 Γelephone Number												•••••	•••••	
1.4	1.1. Personal:								_						
	1.4.1.1. Residence:														
	1.4.1.2. Mobile:														
1.5.	National Identity Card No	:													
Particu	ılars on the service														
2.1. D	ate of retirement from pub	olic s	ervi	ce :	Y	YYY	/ M	M /	DD						
	articulars on service station										the	pe	riod o	f servi	ce:
	Service Station												servic		
2.3. F	Post held at the time of reti	reme	nt·												
	Service:														
~															
Educa	tional Qualifications													For off	
31 G	.C.E. (A/L)											H	A		В
	etails of the basic degree	•••••				• • • • • • • • •				••••	••••				
	2.1. University / Institution	n													
	2.2. Degree														
	2.3. Subjects														
	etaile of the most and dust									••••		H			
	etails of the post graduate of	_		_											
	3.1. University / Institution														
	3.2. Post graduate degree														
3.3	3.3. Subjects		•••••	••••	•••••	•••••		• • • • • • •	• • • • •		••••				
												- 1		- 1	

4. Professional experience										
4.1. Experience in public service (As	4.1. Experience in public service (As at the date of retirement)									
4.2. Experience (years) in the service to which the officer belonged for the Y Y M M D D										
Last time (As at the date of retirement)										
4.3. Experience (years) in the Grade to	o which the officer belonged for the	he V								
last time (As at the date of retiren	nent)	Y Y M	M D D							
5. Experience as a resource person										
5.1.		For o	ffice use							
Institution	Period served	С	D							
	Y Y M M D D									
	Y Y M M D D									
	Y Y M M D D									
	Y Y M M D D									
5.2. Other:6. Medium in which the officer prefers to medium).		inst the prefer	rred							
Sinhala Tam	nil English									
7. Fields/ subjects in which you prefer to	serve as a resource person									
i										
ii										
iii										
I hereby certify that the particulars furnish	ned above are true and accurate.									
Date:										