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அரசாங்க நிர்வாக மற்றும் முகாமைத்துவ அமைச்சு
Ministry of Public Administration and Management
නිදහස් වතුරය, කොළඹ 07, ශ්‍රී ලංකා. சுதந்திரச் சதுக்கம் கொழும்பு 07 இலங்கை.
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எனது இல
My No

} HRD/DEV/R.P. Pool/2017

ඔබේ අංකය
உமது இல
Your No

දිනය
திகதி
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

Ministry/ Department:

1. Personal information

1.1. 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 No :

2. Particulars on the service

2.1. Date of first appointment in public service : YYYY / MM / DD

2.2. Particulars on service stations served up to now:

| Service Station | Period of service |
|-----------------|-------------------|
| | |
| | |
| | |
| | |

2.3.

2.3.1. Service station at present:

2.3.2. Address:

2.4. Post held at present:

2.5. Service:

3. Educational Qualifications

3.1. G.C.E. (A/L)

3.2. Details of the basic degree

3.2.1. University / Institution

3.2.2. Degree

3.2.3. Subjects

.....

For office use

| A | B |
|---|---|
| | |

3.3. Details of the post graduate degree / diploma

- 3.3.1. University / Institution
- 3.3.2. Post graduate degree / diploma.....
- 3.3.3. Subjects
-

| For office use | |
|----------------|---|
| A | B |
| | |

4. Professional experience

- 4.1. Experience in public service (As at 31- Dec - 2017)
- 4.2. Experience (years) in the service to which the officer belongs at present (As at 31st of December 2017)
- 4.3. Experience (years) in the Grade to which the officer belongs at present (As at 31st of December 2017)

| | | | | | |
|---|---|---|---|---|---|
| Y | Y | M | M | D | D |
|---|---|---|---|---|---|

| | | | | | |
|---|---|---|---|---|---|
| Y | Y | M | M | D | D |
|---|---|---|---|---|---|

| | | | | | |
|---|---|---|---|---|---|
| Y | Y | M | M | D | D |
|---|---|---|---|---|---|

5. Experience as a resource person

5.1.

For office use

| Institution | Period served |
|-------------|---------------|
| | Y Y M M D D |
| | Y Y M M D D |
| | Y Y M M D D |
| | Y Y M M D D |

| C | D |
|---|---|
| | |
| | |
| | |
| | |

5.2. Other:

6. Medium in which the officer prefers to provide the service (Mark \checkmark against the preferred medium)

Sinhala Tamil English

7. Fields/ subjects in which you prefer to serve as a resource person:

- i.
- ii.
- iii.

I hereby certify that the particulars furnished above are true and accurate.

Date:

.....

Signature of the applicant

Certificate of the Head of the Institution

The particulars furnished above by the applicant are accurate. I hereby recommend the application.

Date:

.....

Signature of the Head of the Institution

4. Professional experience

4.1. Experience in public service (As at the date of retirement)

| | | | | | |
|---|---|---|---|---|---|
| Y | Y | M | M | D | D |
|---|---|---|---|---|---|

4.2. Experience (years) in the service to which the officer belonged for the Last time (As at the date of retirement)

| | | | | | |
|---|---|---|---|---|---|
| Y | Y | M | M | D | D |
|---|---|---|---|---|---|

4.3. Experience (years) in the Grade to which the officer belonged for the last time (As at the date of retirement)

| | | | | | |
|---|---|---|---|---|---|
| Y | Y | M | M | D | D |
|---|---|---|---|---|---|

5. Experience as a resource person

5.1.

For office use

| Institution | Period served |
|-------------|---------------|
| | Y Y M M D D |
| | Y Y M M D D |
| | Y Y M M D D |
| | Y Y M M D D |

| C | D |
|---|---|
| | |
| | |
| | |
| | |

5.2. Other:

6. Medium in which the officer prefers to provide the service (Mark \checkmark against the preferred medium).

Sinhala

Tamil

English

7. Fields/ subjects in which you prefer to serve as a resource person

i.

ii.

iii.

I hereby certify that the particulars furnished above are true and accurate.

Date:

.....