

(For Office Use)

**COMPETITIVE EXAMINATION FOR PROMOTION TO THE SUPRA GRADE OF  
MANAGEMENT SERVICES OFFICERS' SERVICE ON MERIT – 2019 (2020)**

Language Medium of examination

Sinhala - 2

Tamil - 3

English - 4

(Indicate the relevant number in the cage)

**The service to which you belong**

N.B: Officers, who belong to Provincial Public Service are not allowed to apply for this examination. Since the code for identification of Combined Service in Public Service as informed by the Commissioner General of Examination is “10”, indicate No: 10 in the box against “The service to which you belong” above. If applications are called concurrently from the officers of Provincial Public services to be promoted to the posts of Supra Grade in each Provincial Public Service, instructions on the code numbers, which should be mentioned in the applications, shall be made by each Provincial Council at the time of publishing the Notification on the relevant Examination.

Indicate whether you belong to the Combined Service or to which provincial public service you belong:

0.1 1.1 Name in full (In English Block capitals) : .....

1.2 Name in full (In Sinhala/Tamil): .....

1.3 Name with initials (In Sinhala/Tamil):.....

1.4 N.I.C. number 

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02. 2.1 Official address (In English block capital) .....  
(Admission card will be sent to this address).....

2.2 Official address (In Sinhala/ Tamil) .....

2.2 Permanent Address (In English block capital): .....  
.....

2.3 Permanent Address (In Sinhala/Tamil): .....

2.4 Telephone number: 

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03. Date of Birth:

Year 

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 Month 

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 Date 

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04. Gender (Indicate the relevant number in the cage)

Male - 0                      Female – 1                      

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05. (a) Present service station, Head of the present service station and address:-.....  
 .....  
 (b) Present post and file number:-.....  
 (c) Clearly indicate the address of the Institution and the Head of the Institution, where your personal file is maintained: .....

06. (a) Date of appointment to Grade I of General Clerical Service /Government Typists' Service / Government Stenographers' Service / Government Book-keepers' Service / Government Shroffs' Service / Government Store-keepers' Service/ Management Service officers' service.-  
 .....  
 (b) If the appointment of Grade I has been antedated, indicate the date and the relevant circular:-  
 .....

(c) Service period from the date of appointment to Grade I up to the **closing date of applications**:-

Years   Months   Days

07. Annual consolidated salary as at the closing date of applications:- .....

08. Dates of salary increments earned and annual salary points from 09/05/2016 to 09/05/2021:-

	Salary increment dates	Annual salary Step (Rs.)
1		
2		
3		
4		
5		
6		

09. Details of experience in office supervision since entering Grade I of General Clerical Service /Government Typists' Service / Government Stenographers' Service / Government Book-keepers' Service / Government Shroffs' Service / Government Store-keepers' Service/ Management Service Officers' Service up to the closing date of applications :- (**Attach the copies of the letters to confirm the experience according to the order indicated above certified by the Head of the Institution. It is advisable to attach the certified copies of the first pages of the performance reports of the officers (After promotion to Grade I). All the letters should be attached to the application and documents submitted subsequently shall not be considered for allocation of marks.**)

Ministry/ Department/ Office	Period		Supervisory Post held by the officer	Duration		Letters of confirmation are attached/ not attached
	From	To		Years	Months	

10. What do you consider as your exceptional performances during the past 05 years?.....  
.....  
.....  
.....  
.....

11. Are there any unsatisfactory minutes in your service record of the past 05 years? .....

If so provide details:-.....

12. Have you earned all the salary increments during the five years immediately preceding the **closing date of applications**? .....

If there are any salary increments not earned after the 09/05/2016, indicate the reasons for the same .....

13. Have you been subjected to any disciplinary punishment during the 05 years immediately preceding? .....

If so, state the details regarding the nature of the offence, punishment and the date of punishment. ....

14. Have you been punished for any act of dishonesty or misconduct during your entire service? .....

If so, state the details regarding the nature of the offence, punishment and the date of punishment. ....

15. Do you have any observations regarding the unsatisfactory minutes mentioned in No: 11 above or disciplinary actions in No: 13 and 14 above? .....

16. Indicate any special skills you possess that will be supportive in achieving the promotion to Supra Grade of Management Services Officers' Service. ....

17. Details of the receipt relevant to payment of examination fee:
- I. Office to which examination has been paid: .....
  - II. Number and date of the receipt: .....
  - III. Amount paid: .....

Affix the cash receipt obtained after payment of examination fee so as not to be detached.  
(It is advisable to keep a photocopy of the receipt)

I hereby certify that the above mentioned particulars are accurate. I am aware that if any information furnished herein is found to be false or inaccurate, I am liable to disqualification before appointment and to dismissal from service if the inaccuracy is detected after appointment. Further, I agree to be bound by the rules imposed by the Commissioner General of Examinations on conducting the examination and the decisions on issuance of examination results.

Date:.....

.....  
Signature of the Applicant  
(In front of the Head of the Department)

Note: The applicant should place the signature In front of the respective Head of the Department or an officer authorized to sign.

**18. Attestation of the signature**

I hereby certify that Mr./Mrs./Miss. ...., an officer serving at my office, is personally known to me and placed his/ her signature before me on .....Further, I hereby certify that he/ she has paid the examination fee and pasted the relevant receipt.

.....  
Signature and official stamp of the officer  
attesting

Date: .....

Name: .....

Designation: .....

Address: .....

**19. Certificate of the Head of the Institution**

Furnish the following information as per the performance evaluation reports from the date of appointment to the Grade I, referring the personal file of the officer.

Year of Performance		Supervisory Post held by the officer	as per Performance Reports	
From	To		Proved	Not proved
2020/ _ / _	2021/ _ / _			
2019/ _ / _	2020/ _ / _			
2018/ _ / _	2019/ _ / _			
2017/ _ / _	2018/ _ / _			
2016/ _ / _	2017/ _ / _			
2015/ _ / _	2016/ _ / _			
2014/ _ / _	2015/ _ / _			
2013/ _ / _	2014/ _ / _			
2012/ _ / _	2013/ _ / _			
2011/ _ / _	2012/ _ / _			
2010/ _ / _	2011/ _ / _			
2009/ _ / _	2010/ _ / _			
2008/ _ / _	2009/ _ / _			
2007/ _ / _	2008/ _ / _			
2006/ _ / _	2007/ _ / _			
2005/ _ / _	2006/ _ / _			
2004/ _ / _	2005/ _ / _			
2003/ _ / _	2004/ _ / _			
2002/ _ / _	2003/ _ / _			
2001/ _ / _	2002/ _ / _			
2000/ _ / _	2001/ _ / _			
1999/ _ / _	2000/ _ / _			
1998/ _ / _	1999/ _ / _			
/ _ / _	/ _ / _			

I hereby certify that the information furnished in this form by Mr./Mrs/Miss ..... were compared with his/her service records and were found correct. Further, I have certified the letters to confirm the experience of the officer and attached herewith and I certify that the officer has satisfied all the qualifications to apply as per the provisions of Public Administration Circular 07/2021 I further certify that his/her work and conduct are satisfactory and he/she has not been subjected to any disciplinary action and no decision has been taken to impose such disciplinary action in future.

.....  
Signature of the Head of Institution

Date:.....  
Name : .....  
Designation : .....  
Official Stamp : .....

(Designation should be confirmed by placing a Frank)