**Specimen Application**

**Application for Posts of** **Director /District Director of Agriculture/Principal Agriculture Scientist/ Principal Agriculturist/Additional Director, Grade I of the Sri Lanka Agricultural Service**

|  |  |
| --- | --- |
| **Order of Preference** | **Relevant to the Post Applied for According to the Notice of Calling Applications** |
| **Serial No:** | **Designation** |
|  |  |  |
|  |  |  |
|  |  |  |

i. Name of the Officer :- Mr./Mrs./Miss...............................................................

ii. Present place of work and address :- ........................................................................................

iii. Present post/Scheduled post :-….....................................................................................

iv. Stream :-.........................................................................................

v. Date of Birth :- ........................................................................................

vi. Date of promotion to Grade I of the SLAgS :- ..................................................................................

vii. Particulars on no - pay leave taken during the period of service in Grade I of the SLAgS :-

 **From** **To** **Years Months Days**

 .......................... ........................... ...........................................................

 ........................... ............................ ..........................................................

 ........................... ............................. ...........................................................

viii. Active period of service in Grade I as at the closing date of applications :-

 .......Years ..... Months .....Days

ix. Particulars on experience gained during the period of service in the Sri Lanka Agricultural Service:-

|  |  |  |
| --- | --- | --- |
| **Place of Work** | **Period of Service** | **Period****Years Months Days** |
|  | **Date of Commencement** | **Date of Leaving** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |

x. Particulars on “Merits” shown in the Agricultural Sector :-

 (Complete the following particulars in relevance to “B” of the Approved Procedure)

 **(a)** **Contribution to Agricultural Research and Development (“ B. i ”):-**

 The ratings obtained in annual performance appraisals during the period immediately prior to the date of interview (Write- off the words inapplicable)

|  |  |
| --- | --- |
| **Year** | **Rating obtained in Performance Appraisals** |
|  | Excellent / Above average / Satisfactory |
|  | Excellent / Above average / Satisfactory |
|  | Excellent / Above average / Satisfactory |
|  | Excellent / Above average / Satisfactory |
|  | Excellent / Above average / Satisfactory |

 **(b)** **Publications** **(“B. ii”):-**

**\*Relevant Subject Field –** Write the relevant Subject field selecting according to “Annexure 1” of Selection Criteria for Post of Principal Agriculture Scientist/

 Principal Agriculturist

**\*\* Relevant Category –** Publications published are categorized as B.ii. a and

 B.ii.b in the Selection Criteria. Write the relevant category accordingly.

|  |  |
| --- | --- |
| **Publications Published** | **The relevant category in the Selection Criteria \*\*** |
| **Name** | **Relevant subject field\*** |
|  |  |  |

 **(c) Contribution to research and development activities of the relevant subject field :-**

1. Special achievements in relevance to activities of Agri- Research/Agri- Development. (Marks were not awarded under awards or commendations)

A report (not more than 2 pages) consisting with information on such special achievements together with copies of documentary evidence should be attached to the application.

 **Report-Attached /Not Attached**

|  |  |
| --- | --- |
| **Special achievement reached** | **The Achievement Reached** |
| **The activity for which the achievement was reached and the relevant field** | **Year** |
|  |  |  |

1. **Particulars on commendations :-**

 (Marks will be awarded only for commendations made in form “Gen. 230 b” )

|  |  |  |
| --- | --- | --- |
| **Commendation received** | **Commendation received** | **The activity for which commendation was received and the relevant field** |
| **From whom** | **Year** |
|  |  |  |  |

1. **Particulars on Awards :-**

 (State awards if any which were received in the following table based on the categorization in the Selection Criteria )

1. International awards for contribution to the agricultural sector:-

 **Awarded/ Not awarded**

|  |  |  |
| --- | --- | --- |
| **Name of award** | **The award was awarded** | **The activity for which the award was awarded and the relevant field** |
| **by whom** | **year** |
|  |  |  |  |

11.National awards for contribution to the agricultural sector:- **Awarded/Not awarded**

|  |  |  |
| --- | --- | --- |
| **Name of award** | **The award was awarded** | **The activity for which the award was awarded and the relevant field** |
| **by whom** | **year** |
|  |  |  |  |

111. Other special awards for contribution to the agricultural sector:-

 **Awarded/Not awarded**

|  |  |  |
| --- | --- | --- |
| **Name of award** | **The award was awarded** | **The activity for which the award was awarded and the relevant field** |
| **by whom** | **year** |
|  |  |  |  |

 **(d) Performance at the Interview :-**

 **\*Attach to the application a report/reports on your future plans and targets for the success of Centre/Institution/Division or subject field relevant to each post preferred in order in the application**.

 (Officers who apply for posts of Principal Agriculture Scientist/ Principal Agriculturist

 should submit this report in accordance with the subject field relevant to the post that is

 indicated in the “Annexure 1” in the Selection Criteria)

|  |  |  |
| --- | --- | --- |
| **Order of Preference**  | **Post applied for** | **Report** |
|  |  | **Attached/ Not Attached** |
|  |  | **Attached/ Not Attached** |
|  |  | **Attached/ Not Attached** |

 I hereby certify that the above particulars are true and correct.

 Date: - ................................... ...............................................

 Signature of Applicant

 Director General of Agriculture,

 I recommend and forward the application of Mr./Mrs./Miss..............................................................

 Signature of Head of the unit-

 Name-

 Date:- ......................................... Post-

 Secretary,

 Ministry of Agriculture

 I recommend and forward the application of Mr./Mrs./Miss...........................................................

 Signature of Head of the Department:-

 Name:-

Date:-………………………. Post:-