

Specimen Application

**Application for Posts of Director/District Director of Agriculture/
Principle Agriculture Scientist/ 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 :-

<u>From</u>	<u>To</u>	<u>Years</u>	<u>Months</u>	<u>Days</u>
.....
.....
.....

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

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	

- 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 Principle Agriculture Scientist

**** 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 (“B.iii ”):-

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 in quintuple.

Report-Attached /Not Attached

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

2. **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	

3. **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 (“B. iv”):-

***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 Principle Agriculture Scientist 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) All those reports should be submitted in quintuple.

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.....

Date:-

Signature of Head of the unit-
Name-
Post-

Secretary,
Ministry of Agriculture

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

Date:-.....

Signature of Head of the Department:-
Name:-
Post:-