

**Application for the Posts of Grade I of Sri Lanka Education Administrative Service - 2024**  
**Part “A”**

01. Posts Applied for

	Posts Applied for (Please mention in preference order )
01	
02	
03	
04	

02. 2.1 Name with Initials (in English Block Letters) :- Rev./Mr./Mrs./Miss.

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.....

2.2 Name in Full (in English Block Letters ) - Rev./Mr./Mrs./Miss.

.....  
.....

03 3.1: Date of Birth - .....

3.2. - Age – (Upto the closing date of application ) Days ..... Month ..... Year .....

3.3 - Male / Female - .....

04. Write the Address Legibly in English Block Letters -

4.1 Official Address -

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.....

4.2 Official Telephone Number - .....

4.3 Permanent Address

.....  
.....

4.4 Personal Telephone Number -

Land - .....

Mobile - .....

4.5 - E mail Address - .....

05. 5.1 Nature of appointing to Sri Lanka Education Administrative Service : .....  
(Open /Limited /Seniority Skills/Upon Other Foundation)

5.2 Date of Appointment to the Sri Lanka Education Administrative Service: .....

5.3 Date of Promotion to S.L.E.A.S. Grade II : .....

5.4 Date of Promotion to S.L.E.A.S. Grade I : .....

06. 6.1 Present Post: .....

6.2 Date of Assuming Duties in That Post: .....

07.7.1 School Management

Principal (Performing in a School Where the post of principal should be held by the officer of Sri Lanka Administrative Service Grade I ) (2.1.a of Marking Scheme)

Name of the School	Province	Duration of the service worked as the principal	
		From	To

7.2 Office Management

Performing in a Post of Sri Lanka Education Administrative Service Grade I (Except the Post of Principal) (2.1.b of Marking Scheme)

Post	Grade of the Post	Duration		Service Station
		From	To	

**\*\* Certified copies of the duty assignment letters issued by the Secretary to the Ministry / Head of the Department, should be attached**

08 8.1 Additional Educational Qualification and Professional Qualification (Post Graduate Degree (with Research ) ,Post Graduate Degree (Without Research ) Post Graduate Diploma /Certificate of Degree or Post Graduate Degree)

Educational Qualification	Subject	University /Institution	Valid date of the Certificate

**Note -1: Marks will not be given for the basic educational qualification relevant to enrolment or efficiency bar examination or promotion to grade .**

8.2 Research, Invention and New Creation (3.2 of Marking Scheme)

8.2.1.....  
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8.2.2.....  
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8.2.3.....  
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8.2.4.....  
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8.3 Training in relevant to the field (3.3 of Marking Scheme)

Training	Institution /Organization where Training was obtained	Duration	
		From	To

8.4 Proficiency of Other Official Language (Sinhala / Tamil) (Marking Scheme 3.4)

Language	Qualification (Certificates /Diploma /Degree and Other )	Institution /Organization where the Qualifications were completed	Valid date of certificates

8.5 Proficiency of English Language (3.5 of Marking Scheme)

Qualification (Certificate /Diploma /Degree and Other	Institution /Organization where the Qualifications were completed	Valid Date of the Certificate

***\*\* Certified copied of certificates that confirm qualifications relevant to No.05,06,07and 08 of the application .***

09. I hereby certify that the information mentioned above are true and accurate and I have earned all the salary increments permitted and have not been subject to any disciplinary actions for the period of last five (05) years.

10. If I am not selected for the post prioritized under above No.01, I agree to accept any other post mentioned in vacancy list.

11.The Application with accurate and complete information from No.01 to 08 and certified copies of all the documents mentioned to be attached notifying the relevant number of the fact on the top right corner of each document and attached respectively in numerical order, are submitted as file .

.....

Date

.....

Applicant's Signature

**Part “B ”**

**Certification by the immediate Staff Officer in charge of the Applicant’s Personal File**

In respect of the applicant Rev./Mr./Mrs./Ms. .... who is presenting this Application,

01. Information presented above from 1 to 10 is true / false.

02. Has/has not obtained the half pay/no pay leave last 05 years of Sri Lanka Education Administrative Service

2.1 Deduction of Service Period on leaves (Complete if relevant only)

Relevant Duration		Description (Half pay leave /No pay leave)
From	To	

03. Has /Has not earned all the salary increments within the last 05 years

If any salary increment is deferred, reasons for such:

Relevant Duration		Description reasons for deferring salary increment (Describe in brief)
From	To	

04. Whether disciplinary actions, audit queries or investigations have been taken place after being promoted to Sri Lanka Education Administrative Service? Yes/ No

If so, details on such disciplinary actions, audit queries or investigations.

Year	Whether disciplinary actions/ audit queries / investigations	Its present status

***(\*\* If any charge sheet/disciplinary orders have already been issued, annexation of the certified copies of the said is mandatory)***

05. Has/has not completed a satisfactory service last 05 years period after being promoted to Sri Lanka Education Administrative Service.

06 Has/has not fulfilled the requirements under the qualifications mentioned in the notice.

07. Has / has not been punished by a court. If punished nature of the offence

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

Date

(Signature and official stamp)

**Part “C ”**

*\*For the officers who have been released to Provincial Public Service*

**Secretary to the Provincial Ministry of Education**

As per the details mentioned above, I hereby recommend/not recommend the application for the Post of Sri Lanka Education Administrative Officer Grade I presented by Rev./Mr./Mrs./Ms.

.....  
.....  
Date  
.....  
Provincial Director of Education  
(Signature & Official Stamp)

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*\*Applicants from other provincial council except Sabaragamuwa Province should submit application with recommendation of relevant Secretary to the Ministry of Provincial Education and Chief Ministry .*

**Chief Secretary,**

I hereby recommend/ do not recommend the application for the Post / Posts of Sri Lanka Education Administrative Service Grade I presented by Rev./Mr./Mrs./Ms. ....  
..... Further, if the said officer is appointed for this post, I agree / do not agree to release him/her from the Provincial Public Service without a successor.

.....  
Date  
.....  
Secretary of Provincial Education  
(Signature & Official Stamp)

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I hereby recommend/ do not recommend the application for the Post/Posts of Sri Lanka Education Administrative Service Grade I presented by Rev./Mr./Mrs./Ms. ....  
Further, if the said officer is appointed for this post, I hereby recommend/ do not recommend releasing him/her from the Provincial Public Service without a successor.

.....  
Date  
.....  
Chief Secretary  
(Signature & Official Stamp)

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**Part “D”**

**\*\*For the officers who are serving at the National Schools/Department of Examinations or Educational Publications Department/Ministry of Education.**

As per the aforementioned details, I hereby recommend/ do not recommend the application for the Post/Posts of Sri Lanka Education Administrative Service Grade I presented by Rev./Mr./Mrs./Ms.

.....  
.....  
Date  
.....  
Head of the Department/Additional Secretary (E.S.E./  
Secretary, Ministry of Education  
(Signature & Official Stamp)