



**Road Development Authority**

**Application for the Post of**  
**Director (Administration & Facility Management) – (HM 1-3)**  
**(for External Candidates/ Internal Candidates)**

1	Name with initials:			
2	Name in full:			
3	Gender : (Male/Female)			
4	Place of work:			
5	PF No: (only for RDA employees)			
6	Present Position : (only for RDA employees)			
7	Present Salary Code: (only for RDA employees)		Grade :	
8	Date of First Appointment : (only for RDA employees)			
9	Date of Appointment to the Present Post : (only for RDA employees)			
10	Date of Birth (Y/M/D):			
11	NIC Number :			
12	Permanent Address:			
13	Telephone Number	Official :		Mobile : 
14	E-Mail Address			

15. Applying under which Category as per the Circular:    External    ☐                      Internal    ☐

16. Qualification with Experience

**16.1. External Category:**

- Degree Qualifications:

Title of the Degree	Name of the University/ Institution	Local or Foreign	Effective date of Qualification

**AND**

- Postgraduate Degree Qualifications:

Title of the Postgraduate Degree	Name of the University/ Institution	Local or Foreign	Effective date of Qualification

**WITH**

- Experience : Managerial Level

Position / Designation	Organization	Salary Code Approved by MSD	Period (from – to)	No. of	
				Y	M

## 16.2. Internal Category

### 16.2.1. Path - i

- Degree Qualifications:

Title of the Degree	Name of the University/ Institution	Local or Foreign	Effective date of Qualification

**AND**

- Postgraduate Degree Qualifications:

Title of the Postgraduate Degree	Name of the University/ Institution	Local or Foreign	Effective date of Qualification

**WITH**

- RDA Experience : Managerial Level

Position / Designation	Salary Code Approved by MSD	Period (from – to)	No. of	
			Y	M

### 16.2.2. Path - ii

- Postgraduate Degree Qualifications:

Title of the Postgraduate Degree	Name of the University/ Institution	Local or Foreign	Effective date of Qualification

**WITH**

- RDA Experience : Managerial Level

Position / Designation	Salary Code Approved by MSD	Period (from – to)	No. of	
			Y	M

### 17. Any Other Qualifications:

S. No.	Degree / Master's/PGD/Dip/Certificate	University/ Institution	Duration	Effective date of Qualification

18. Total Working Experiences / Service Records (From higher position to lower position) :

Organization	Designation	Salary Code (If Any)	Period		No. of	
			From	To	Y	M

I certify that the above particulars furnished by me are true and correct.

.....  
Signature of Applicant

.....  
Date

**Director General,  
RDA**

Mr. / Mrs. ...., ..... (Designation) has been working in our organization since ..... If he/she is selected for this post. He / She can be released from our Organization.

.....  
Signature of the HOD

Official Seal

.....  
Date :