

Sri Lanka Ports Authority

HRD/FORMAT-01/2026

For Human Resource Division use only

Application for the post of.....

- 1. (A) Name in Full
 (B) Name with initials-.....
- 2. Employee Computer Number -Tel.No- Personal-
 Office-
- 3. Service No-
- 4. Division -Section -
- 5. (A) Date of first appointment-
 (B) Present post-
 (C) Date of appoint thereto-
 (D) Whether confirmed in the post -
 (E) Present salary category-
 (F) Date appointed to that salary category-
- 6. Age and date of birth Year-..... Month-..... Day-.....
 (Age as at date of application closing) -..... Years
- 7. Educational Qualifications
 (State highest examination passed and medium-

- 8. Professional Qualifications -.....

- 9. Proficiency in Languages
 (State highest examination passed with Sinhala, Tamil and English as a subject)

- 10. Medium in which you wish to be seated in written examination-
- 11. If any special claims for the post, submit particulars-.....

I hereby certify that the particulars furnished by me in this application are true and accurate. I am also aware that if any particulars furnished herein are found to be false or incorrect, I am liable for disqualification if the inaccuracy is discovered before the selection and to dismissal without any compensation to me if detected after the appointment. And also confirm that I have read and understand all the terms and conditions of advertised notice and submitted application are bound by it.

.....
Date

.....
Signature of applicant

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12. Particulars of no pay leave availed of by the applicant and disciplinary punishment imposed in the current year and the Last three years.

Year	No of days No-pay leave availed of by applicant	Disciplinary Punishments
.....
.....
.....
.....
	Total.....	

.....
Signature of the leave clerk and date

Date.....

.....
Signature of Immediate Executive Officer

.....
Designation (Rubber Stamp)

13. Performance appraisal level in Last three years

	Year.....	Year.....	Year.....
First half
Second half

14. Commendation

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

15. Censurers

(In the current year and the Last three years)

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

Date.....

.....
Signature of Head of Division and Designation