

**Filling the Vacancies of Management Service Officers of the Combined Service at the Ministry of Foreign Affairs**

The Management Service officers of the Combined Service who wish to be transferred to the Ministry of Foreign Affairs are hereby requested to submit their application in the given format with recommendation of the Head of the institution where they are currently employed. Please submit your applications online to the email address [admin.reports@mfa.gov.lk](mailto:admin.reports@mfa.gov.lk) to reach on or before 30.07.2024.

Competency in English language and knowledge on computer applications would be added qualifications.

For more information in this regard, please contact the Ministry of Foreign Affairs via telephone number 011 2 324 119 (Ms. Deshika Jayathilaka, General Administration Division).

Additional Secretary (Administration)

Ministry of Foreign Affairs

19.07.2024

**Ministry of Foreign Affairs**  
**Application for the transfers of Combined Service**

**a) Personal information**

01	Full Name (In English)		
	(In Sinhala)		
02	Name with initials		
03	Date of Birth and age		Years:
04	NIC		
05	Gender		
06	Address from where daily reporting to duty		
07	Permanent address		
08	Telephone Nos.	Residential:	Mobile:

**b) Employment information**

09	Present Post and Grade			
10	Date of first appointment			
11	Date appointed to the present post			
12	Present work place			
13	Duties assigned (in current and previous work places)	Places of work	period	Duties assigned
		1.		
		2.		
		3.		
		4.		
14	Details of trainings obtained			
15	Language proficiency	Sinhala		
		English		
		Tamil		
		Other		

I hereby declare that the above particulars are true and accurate.

.....  
Signature of the Officer

.....  
Date

**c) Recommendation of the head of Ministry/ Department**

This is to certify that Mr/Mrs/Ms.....has been an employee of this Ministry/ Department from .....as a Management Service Officer and his/her work and conduct are satisfactory. No disciplinary action and pending against him/her and no decision has been taken to impose any such in the future.

The transfer of the above mentioned officer is hereby recommended with replacement/ without replacement/ on the basis of providing a replacement at a latter occasion.

Date:

Signature of the Head of Institution

Official stamp: