

PROVINCIAL COUNCIL - WESTERN PROVINCE
Application for Recruitment of Retired Officers on Contract Basis

Provincial Ministries: -	Post:-
Department / Institution:-	

01. Name of the Applicant with Initials Miss / Mr / Mrs: -

02. Full Name of the Applicant: -

03. Private Address: -

04. Telephone No: -

05. Date of Birth: -

06. National Identity Card No: -

07. Date of Retirement: -

08. Place of work during retirement: -

09. Post Held During Retirement: -

10. Mode of Retirement: -

11. Post Applied: -

12. Preference of the duty station: -

13. Duration of service: -

14. Physical / Mental Fitness: -

15. Particulars whether any disciplinary inquiry held / or pending against the applicant:-
.....
.....
.....

16. Particulars of previous employment held on Contract Basis :-

Department/ Institution	Post Held	Duration	
		From	To

I do hereby certify that the information given in this application is true and correct I humbly request to grant approval to serve as
on contract basis, with effect From to
.....

.....
Date

.....
Signature of the Applicant

RECOMMENDATION OF THE HEAD OF THE DEPARTMENT / INSTITUTION

17. The Above Post Attached / Class: -

18. Date of Vacancy Occurred: -

19. Nature of the Post: - (Permanent / Temporary)

20. Cause for the Vacancy to be Occurred: -

21. Action Which Have Been Taken to Fill Up the Vacant Post: -
.....

22. Cause for Inability in Distributing of the Vacant Post Among the Other Officers :-

.....
.....

23. Cause for Not Appointing a Suitable Acting Officer: -
.....

I subjected the above Officer for an interview. His/her physical and mental fitness is in good state to perform duties in the relevant post. No any disciplinary inquiries or any judicial inquiry pending against him/her.

All the above information forwarded is correct. As I am personally satisfied and
..... is suitable to be employed in the above mentioned post on contract basis. Here with I recommend that Miss/Mr/Mrs
..... can be employed for the post with effect from to
..... On contract basis or until the date of appointment of a permanent officer is being appointed.

.....
Date

.....
Signature of the Head of the Department /
Institution

RECOMMENDATION OF HEAD OF THE DEPARTMENT

I. I am personally satisfied regarding the above facts and I further recommend the above recommendation granted by the head of the Department.

II. I do hereby recommend the above recommendation granted by the head of the department with the following amendments: -
.....
.....

.....
Date

.....
Signature of the Head of the Department

RECOMMENDATION OF THE SECRETARY OF THE PROVINCIAL MINISTRY

1. I am personally satisfied by myself regarding the above facts and I further recommend the recommendation granted by the head of the department.
2. I do hereby recommend the recommendation granted by the head of the institution with the following amendments.

.....

Date

.....

Signature

Secretary of the Provincial Ministry

RECOMMENDATION OF THE CHIEF SECRETARY (WESTERN PROVINCE)

1. I am personally satisfied by myself regarding the above facts and I further recommend the recommendation granted by the Secretary of the Provincial Ministry.
2. I do here by recommend the above recommendation granted by the Secretary of the Provincial Ministry with the following amendments.

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Date

.....

Signature Chief Secretary

Western Province