

**Prime Minister's Office  
Civil Status Division**

**APPLICATION FORM FOR THE POST OF HANDY WORKER**

**SECTION A (To be filled in by Applicant)**

1. Title: Mr  Mrs  Miss  Ms   
*(please tick as appropriate)*
2. Surname:.....  
*(in block letters)*
3. Other Names:.....
4. Marital Status: Married  Single  Others:.....
5. Maiden Name:.....  
*(if applicable)*
6. Date of Birth:..... Age:.....
7. National Identity Card No:.....
8. Residential Address *(in block letters)*:.....  
.....
9. Phone No: Office:..... Home:..... Mobile:.....
10. Date Joined Service:.....
11. Date of First Appointment:.....
12. Date Transferred to PPE:.....
13. Present Post/ Appointment/Employment Held:.....  
*(whether temporary/substantive) (Delete as appropriate)*
14. Date of Present Appointment/Employment:.....
15. Posting: (i) Present Ministry/Department:.....  
(ii) Place of Work:.....
16. Present Basic Salary *(per month)*: Rs .....
17. Previous Appointment/Employment held in the Government Service

Post Held	From	To	Ministry/Department

18. Educational Qualification (*please attach photocopies of certificate/s, specify year*)

(i) Results of Certificate of Primary Education and Year of Examination: .....  
.....  
.....

(ii) Other:.....

19. Experience relevant to the post applied for (*please attach documentary evidence*):

.....

20. Have you been on leave without pay while in government during last five years?

(*please tick as appropriate*)      Yes                       No

If yes, please provide the period and purpose of leave without pay:

.....  
.....

21. Have you been subject to disciplinary action during the last ten years?

(*please tick as appropriate*)      Yes                       No

If yes, indicate nature of offence and date of outcome.

.....  
.....

22. Have you ever been prosecuted before a court of law for any offence and subsequently found guilty during the last ten years?

(*please tick as appropriate*)      Yes                       No

If yes, please provide details:

.....  
.....

**DECLARATION**

I, ....., the undersigned applicant, declare that the particulars in this application are true and correct.

**Date:** .....      **Signature of Applicant:** .....



**SECTION B (To be filled in by the HUMAN RESOURCE SECTION of Ministry/Department concerned)**

1. I certify that the particulars given in Section A have been verified and found correct except for the following items:

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

2. Does the Applicant reckon experience of the duties applied for?  
If yes, please provide details.

.....  
.....

3. Has the Applicant been subject to any disciplinary action during the last ten years or subject to any prosecution before a Court of Law for any offence? If yes, please provide details.

.....  
.....

4. Report on the work, conduct and attendance of the Applicant:

(i) Work: .....  
(ii) Conduct:.....  
(iii) Attendance:.....

5. Statement of Sick Leave, Unauthorised Absences and Leave on No Pay taken by the Applicant:

Year	Sick Leave Taken	Unauthorised Absences	Leave on No Pay
2023			
2024			
2025			
2026 to date			

Signature: .....

Name (in full): .....

*(in block letters)*

*(Officer of the HR Section)*

Post Held:.....

Phone Number:.....

Date: .....

