

**PUBLIC SERVICE TRAINING INSTITUTE (PSTI)
APPLICATION FOR TRAINING PROGRAMME**

For Office Use			
No.	R	S	P

01	Training Programme :	Programme No :	
02	Name with initials : (Mr./Mrs./Miss)	National Identify Card No :	
03	i) Present Post and Grade : ii) Previous Post : Date of Appointment :		
04	Ministry/ Department/Institute:		
05	Official Address :	Tel. No. : Office : Mobile : Fax : E-mail :	
06	Please give details of the training programmes participated at this Institute in 2009		
	Name of the Training Programme	Month	Date
07	Do you have a basic knowledge about computer usage? (Only for the Applicants for Computer Training Programmes) *	Yes	No
08	Qualification of English Language	G.C.E. (O/L)	G.C.E. (A/L)

I certify that the above details are true and correct to the best of my knowledge.

Date:

Signature of the Applicant

The above Officer is engaged in the duties relevant to this training programme.

Date:-

Head of Branch

Director, Public Service Training Institute

I certify that the above details are correct. I recommend this applicant is suitable for the requested training programme.

Date :-

Signature, Name and Designation
of the Head of the Institution

Note:

* Please note that the Officers who have a basic knowledge about the computer usage should apply for the Advanced Computer Training Programmes (MS Excel, MS Access & MS PowerPoint) to prevent the practical difficulties.

*** If the selected Applicants do not participate for the particular training programme without a valid reason, the names of such officers will be included to the list of the Officers who will not be called for the training programmes of this Institute.**