

Specimen Application

OPEN COMPETITIVE EXAMINATION FOR THE FILLING OF VACANCIES IN THE POSTS OF
EDITOR GRADE III AND DOCUMENTATION ASSISTANT GRADE III
OF THE MANAGEMENT ASSISTANT NON TECHNICAL CATEGORY 2
IN THE LEGAL DRAFTSMAN'S DEPARTMENT-2022

(In applications filled in either Sinhala or Tamil languages, the name of the examination appearing in the heading of the specimen application must also be included in English language, in addition to Sinhala or Tamil respectively.)

01. The post applied :

Sinhala Editor - 1
Tamil Editor - 2
English Editor - 3
Tamil Documentation Assistant - 4
English Documentation Assistant - 5
(Write the relevant number in the box)

2. The language medium in which the applicant intends to sit the examination:

Sinhala- 1 Tamil-2 English-3
(Write the relevant number in the box)

3. Last name with the initials at the end:

I. In English capital letters:

(eg. GUNAWARDHANA, M.G.B.S.K.)

II. In Sinhala/ Tamil:

4. Names denoted by initials :

I. In English capital letters:

II. In Sinhala / Tamil:

5. Permanent Address :

I. In English capital letters:

II. In Sinhala / Tamil:

06. Address to which the admission card should be sent:
.....(in English capital letters)

07. Gender :

Male : 0 Female: 1

(Write the relevant number in the box)

08. Mobile phone number :

09. National Identity Card No:

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10. Are you a citizen of Sri Lanka ?

Yes - 1 No -2

(Write the relevant number in the box)

11. Date of Birth : Years: Months: Days:

12. Age as at 30th April 2022 : Years: Months: Days:

13. Educational Qualifications:

I. G.C.E. (O/L)

(i) year:

(ii) Index Number :

<i>Subject</i>	<i>Grade</i>	<i>Subject</i>	<i>Grade</i>
1.		6.	
2.		7.	
3.		8.	
4.		9.	
5.		10.	

II. G.C.E. (A/L)

(i) year:

(ii) Index Number :

<i>Subject</i>	<i>Grade</i>	<i>Subject</i>	<i>Grade</i>
1.		3.	
2.		4.	

III. Mention any other relevant educational/professional qualifications :

.....

IV. Professional experience:

.....

.....

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14. I. Have you ever been found guilty of an offence by a court of law?

Yes No

If yes, state the particulars :-

11. Examination Fee :
Receipt No. :
Date of Payment :
Bank and Branch where the payment was made :

Firmly paste the receipt here

15. ***Applicant's Declaration :***

(a) I do hereby solemnly declare/ affirm that the foregoing particulars are true and correct to the best of my knowledge and belief. Furthermore, I declare that I am bound by the rules stipulated by the Director General of Sri Lanka Institute of Development Administration regarding the holding of the examination and that I have affixed the receipt of the payment of the examination fee here.

(b) I am aware that I am liable to be found ineligible where it is proved being appointed, that this declaration made by me is false or incorrect or to-be dismissed from service without any compensation, subject to the relevant procedure, where it is proved after being appointed that this declaration made by me is false or incorrect.

.....
Signature of the applicant.

Date :

16. ***Attestation of the applicant's signature :***

I do hereby certify that Mr./ Mrs. /Ms.(full name) who submits this application is personally known to me, that he/ she placed his/her signature before me on date of, 2022, and that the required examination fee has been paid and the receipt thereof has been affixed.

17. ***Attestation of the Head of the Department :***

I do hereby certify that I have examined the aforesaid particulars furnished by the applicant, that they are correct and that his/ her performance, attendance and conduct are satisfactory. If the applicant is selected for this post, he /she may be released from service/ may not be released from service.

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

Designation :

Date:

(Affix the official seal)