

Application for the Post of Management Assistant

1.0 Personal Information:

1.1 Name with initials at the end (In English block capitals) :-

.....

(Ex : GUNAWARDHANA H.M.S.K)

1.2 Name in full (In English block capitals) :-

.....

(Ex : HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDHANA)

1.3 Name in full (In Sinhala/Tamil) :-

.....

1.4 Permanent Address (In Sinhala/Tamil) :-

.....

1.5 Permanent Address (In English block capitals) :-

.....

1.6 Gender:-

1.7 Marital Status:-

1.8 National Identity Card No:-

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

1.9 Date of Birth: - Date

--

 /

--

--	--	--	--

 Month

--

 Year

1.10 Telephone No (Home):

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Mobile No ;

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

1.11 District:-

1.12 Electorate Division:-

1.13 Grama Niladari Division :-

1.14 Email Address:-

1.15 Name and address of last school attended:-.....

2.0 Educational Qualifications:-

2.1 G. C. E. (O/L) Examination: Year: - Index No :-

	Subject	Grade		Subject	Grade
1.			6.		
2.			7.		
3.			8.		
4.			9.		
5.			10.		

2.2 G. C. E. (A/L) Examination: Year: - Index No :-

	Subject	Grade

3.0 Other Qualifications:-

4.0 Experience obtained in secretarial work and managerial work:-

5.0 Non-Related Referees

Name / Telephone No	Position	Address
1.		
2.		

6.0 Declaration of the Applicant:

(a) I respectfully declare that the particulars furnished by me in this application are true and correct to the best of my knowledge. I agree to bear the loss which may occur due to incomplete and /or incorrect completion of any part of this application. Further, I state that, all sections of this application completed are true and correct to the best of my knowledge.

(b) I shall not subsequently change any information stated above.

.....

Date

.....

Applicant's Signature

7.0 Attestation:

I do hereby certify that Mr./Mrs./Miss
is personally known to me and placed his/her signature in my presence on

Date

.....

Signature of Certifying Officer
(Either a JP or an Executive Officer of a Government Institution)

Name:

Designation:

Address:

8.0 (This part is applicable only for candidates who engage in government employment) Attestation of the head of the Department/ Institution:

I hereby certify that Mr./Mrs./Miss

..... who is working in this ministry/department/institution, is working in the post of and his/her work and conduct are satisfactory, no disciplinary action pending against him/her and no decision has been taken to impose any such in the future. If he/she will be selected for this post, he/she can/cannot be released from the service.

Date

.....
Signature of the Head of the
Department or Authorized Officer.

Name:

Designation:-

Ministry / Department:-