

**Specimen Application Form**  
**Ministry of Women, Child Affairs and Social Security**  
**National Secretariat for Elders**  
**Recruitment for the Post of Director**

01. Name with Initials (Mr. / Mrs. / Miss.)

(In Sinhala / Tamil) .....

(In English Capital Letters) .....

1.1 Names denoted by initials (In Block Letters)

(In Sinhala / Tamil) .....

In English (Capital Letters) .....

02. National Identity Card No.

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03. Date of Birth: Year..... Month..... Days.....

3.1 Age as at the Closing Date of Applications

Years..... Month ..... Days .....

04. Sex / Gender: .....

05. Marital Status: .....

06. Permanent Address: (In Block Letters)

(i) In Sinhala / Tamil .....

(ii) In English Capital Letters .....

07. Telephone No. Fixed Line ..... Mobile .....

08. For External Applicants

1) Highest qualification obtained for English language .....

2) Details regarding the Degree obtained

i) University .....

ii) Year Degree was obtained .....

iii) Degree obtained .....

iv) Subjects .....

v) Class .....

vi) Medium .....

vii) Details regarding the Postgraduate Degree obtained .....

viii) Experience .....

ix) Professional Qualifications .....

x) Other Qualifications .....

09. For Internal Applicants

Details regarding Service Experience: .....

10. Have you ever been convicted by a court of Law of any offence? Yes / No

10.1 If Yes, give details .....

11. Declaration of the Applicant

I, ..... hereby declare that all matters mentioned are true and correct. I hereby certify that I have never been dismissed from government service or sent on retirement from service over inefficiency as a sympathetic option, or never been considered as vacating the post. I am aware that I would be subjected to disqualification if any of the matters mentioned above is found to be false or incorrect before selection and for dismissal from service without any compensation if it is found out after selection.

Date: .....

.....

Signature of Applicant

12. Attestation of Applicant's Signature

I hereby certify that I personally know ..... who is submitting this application and that he / she placed his / her signature under Paragraph 11 in my presence on

Signature of the Attester: .....

Name of the Attester: .....

Position: .....

Address: .....

(Place the Official Seal as Proof)

13. Recommendation of the Head of the Department (Only for the applicants already in public / provincial public / government statutory boards)

13.1 Work, conduct and attendance of the officer have been satisfactory within the preceding five (05) years of the closing date of applications as per his / her personal file. He / She has earned / not earned all salary increments.

13.2 This officer could be released from the present position if selected for the post applying for. I recommend / not recommend this application. He / She has not been Subjected to any disciplinary inquiry.

Date: .....

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Signature and Official seal of the Head of the Department