

Specimen application

For office use

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Limited Competitive Examination for the Recruitment to the Post of Supervisory Management Assistant Technical Services Category Training Grade of the Department of National Archives – 2023 (2024)

Medium appearing for the examination:

Designated post / posts :

Sinhala - 2
Tamil - 3
English - 4
(Mention in the box.)

Selection	Designation No :
1	
2	
3	

(Put the numbers according to the Paragraph 02 of Examination Notice.)

01. Full name :
(in English capital letters)
02. Name with initials :Mr/Mrs./Miss.....
(In English block letters) Ex: RATHNAYAKA, H.M.S.
03. Full name:
(In Sinhala)
04. Office Address (In English block letters) : Admission card will be dispatched to this address.
.....
.....
05. Private Address (In Sinhala) :
.....
.....
06. Sex : Female - 1 Male - 0
(Write the relevant number in the box.)

07. National Identity card Number:

08. Mobile Number :

09. Date of Birth :
 Year : Month : Date :

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

10.1 G.C.E. (O/L) – First sitting :

Year :

Index Number :

<i>Subject</i>	<i>Grade</i>	<i>Subject</i>	<i>Grade</i>

10.2 G.C.E. (O/L) - Second sitting :

Year:

Index Number :

<i>Subject</i>	<i>Grade</i>	<i>Subject</i>	<i>Grade</i>

11. Details of current / previous posts held:

11.1 Earliest Post :

- 11.2 Date of first Appointment :
- 11.3 Date of the confirmation of post :
- 11.4 Current Position and Grade :
- 11.5 Date of Confirmation in current position :
- 11.6 Details of the previous service period of the Department of National Archives:

	Service Period		Designation	Place of work
	From	To		
I.
II.
III.

12. If you have been subjected to any disciplinary action during the period of service, please provide information briefly:

.....

13. Have you ever been convicted by a court on a charge?

(Put the (√) in the box) If yes, please provide details.

Yes No

.....

14. Details of the Examination fee Payment Receipt :

- (i) Office which the payment has done :
- (ii) Receipt Number and Date :
- (iii) Amount Paid :

Fix the receipt in this box affirmely.
(It will be important to have a copy of this receipt with the applicant.)

15. Certificate of the applicant:

- (a) I respectfully declare that the information provided by me in this application is true and correct. I agree to bear the consequences of not completing certain parts here and / or incorrectly completing them. I would also like to state that all the sections here have been completed correctly.
- (b) I also know that if this statement made by me proves to be false, I will be disqualified prior to appointment and subject to dismissal upon appointment.

- (c) I also declare that I am subjected to the rules and regulations imposed by the Commissioner General of Examinations regarding the conduct of the examination and the issuance of results.
- (d) I will not change any of the information mentioned here later.

Date : Signature of the applicant:

16. Certification of the applicant's signature:

I certify that Mr. / Mrs. / Miss working as in this Department and that he / she has earned all his / her salary increments during the period preceding the date of (Except for warnings) that he / she has not been subjected to any disciplinary action and that he / she has fulfilled all the qualifications as per paragraph 5 of the notice and that he / she is eligible to appear for the examination as per the regulations mentioned in the relevant notice as per the personal file. I also certify that 600 Rupees of Examination fee has been paid and the receipt has been affixed in application and he / she placed the signature before me on

Date :

Signature of the certifying officer.

Official Seal :

Name of the certifying officer :

Designation :

(Attest with Official Seal)

Recommendation and Certificate from the Head of Department

I certify that Mr. / Mrs. /Miss..... working in this department as and that he / she has earned all his / her salary increments during the period preceding the date of and that he / she has not been subjected to any disciplinary punishment for any offense (other than warnings) during that period and that he / she has fulfilled all the qualifications as per paragraph 5 of the notice and that he / she is eligible to appear for the examination in accordance with the regulations mentioned in the relevant notice as per the personal file. I guarantee.

Date :

Signature of Head of the Department.

Official Seal :