

### Specimen Application Form

#### Open Competitive Examination for the Recruitment of Court Stenographer (English) Grade III of the Court Management Assistants' Service in the Scheduled Public Officers' Service - 2025

(For office use only.)

01. Medium :

Language medium of examination:

Sinhala - 1

Tamil - 2

☐

(Indicate the correct number in the cage)

02. Personal details :

2.1 Name with initials : Mr. /Mrs. /Miss. ....  
(In English block Letters ) eg . A.P.K.SIRIWARDANA ,

2.2 Name in full: .....  
(In English block Letters )

2.3 Name in full : .....  
(In Sinhala / Tamil)

2.4 Personal Address (In Sinhala/Tamil ) :  
.....

2.5 Residing district : .....

2.6 Address to which the admission card should be sent (In English block letters):  
.....

2.7 National Identity Card number :

2.8 Date of birth :

Date:

Month:

Year:

2.9 Age as at 13.06.2025:

Years :

Months :

Days:

2.10 Gender : Male - 1 Female – 2  
(Indicate relevant number in the cage) ☐

2.11 Civil status : Married - 1 Unmarried – 2  
(Indicate relevant number in the cage) ☐

2.12 Contact number :

Permanent : .....Mobile : .....

Email: .....

03. Educational qualifications:

3.1 Particulars of G.C.E (O/L) Examination:

(Attach a certified photocopy of the G.C.E (O/L) result sheet)

(1) Year and month of the examination : .....

(2) Index number : .....

(3) Results : : .....

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

3.2 Particulars of G.C.E (A/L) Examination:

(1) Year and month of the examination : .....

(2) Index number: .....

(3) Results: .....

<i>Subject</i>	<i>Grade</i>
1.	
2.	
3.	
4.	
5.	

04. Stenography Course followed : .....

(Attach a certified photocopy of the certificate of the course passed )

05. Other qualifications: .....  
.....

06. Have you ever been convicted for any offence by any Court?

(Indicate the mark (✓) in the relevant box)

Yes ☐

No ☐

(if yes, give particulars) .....

07. Particulars of the receipt obtained for the examination fee:

Branch to which the payment was made : .....

Number and date of the receipt : .....

Amount : .....

Affix the receipt firmly here  
(It would be advisable to keep a photocopy with the applicant)

## 08. Applicant's certificate:

- (a) I solemnly declare that particulars furnished by me in this application are true and accurate to the best of my knowledge. I agree to bear any consequence that may cause as a result of incompleteness of sections and/ or provision of erroneous information. I also state that all sections herein have been correctly filled.
- (b) I am aware that if any particulars contained herein are found to be false, I am liable to disqualification before appointment and to dismissal from service if the inaccuracy is detected after appointment.
- (c) Further to that, I hereby agree to abide by all the conditions imposed by the Secretary of the Judicial Service Commission for the purpose of holding this examination.
- (d) I shall not change any information mentioned herein subsequently.

.....  
Date

.....,  
Signature of applicant.

## 09. Attestation of applicants' signature :

I hereby certify that Mr./Mrs./Miss ..... who submits this application is known to me personally and that he/she placed his /her signature in my presence on ..... and further the applicant has paid the prescribed examination fee and pasted the receipt on the application.

.....  
Date

.....,  
Signature of the Officer  
attesting the signature.

Name in full of the officer attesting the signature : .....

Designation : .....

Address : .....

(To be confirmed by official stamp)

**Certification of the Head of Department** (Only for the applicants who are already in Public Service.)

I hereby recommend that Mr./Mrs./Miss ..... serving in this ..... has fulfilled educational qualifications required to apply for Court Stenographer (English) Grade III of the Court Management Assistants' Service in the Scheduled Public Officers' Service, that he/she could be released from the present post if selected for this post, that he/she is not more than 35 years of age by 13.06.2025, that he/she placed his/her signature in my presence on ..... further the applicant has paid the prescribed examination fee and pasted the receipt on the application and that I submit his/her application herewith.

09th June 2025

Signature of the Head of Department :-  
Official Stamp:-