Specimen Application

Open Competitive Examination for filling of Vacancies in the Posts of Documentation Assistant Grade III of the Management Assistant Non-Technical Category 2 in the Legal Draftsman's Department - 2026

(In the applications filled in either Sinhala or Tamil language, 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 Documentation Assistant - 1
    Tamil Documentation Assistant - 2
    English Documentation Assistant - 3
    (Write the relevant number in the box)

02. 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)

03. Last name with the initials at the end :

    I. In English block letters : ………………………
    ………………………………………………………
    ………………………………………………………
    (Ex: GUNAWARDHANA, M. G. B. S. K)

    II. In Sinhala/ Tamil : ………………………………
    ………………………………………………………
    ………………………………………………………

04. Name denoted by initials :

    I. In English block letters : ………………………
    ………………………………………………………
    ………………………………………………………

    II. In Sinhala/ Tamil : …………………………
    ………………………………………………………
    ………………………………………………………

05. Permanent Address :

   I. In English block letters : ………………………

   II. In Sinhala/ Tamil : ………………………………

06. Address to which the admission card should be sent : ………………………………………………………

   (in English block letters)

07. Gender   ☐

   Male - 0
   Female - 1

     (Write the relevant number in the box)

08. Mobile phone number : ………………………..

09. WhatsApp number : ……………………………………

10. National Identity Card No. : ☐☐☐☐☐☐☐☐☐☐☐☐

11. Are you a citizen of Sri Lanka :

   Yes - 1
   No - 2   ☐

   (Write the relevant number in the box)

12. Date of Birth : Year : ☐☐☐☐   Month : ☐☐   Day : ☐☐

13. Age as at 26.01.2026:

   Years : ……………………… Months : ……………………… Days : ………………………..

14. Educational Qualifications :

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

     (i) Year - …………………….
     (ii) Index Number - ………………………

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

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

     (i) Year - …………………………………..
     (ii) Index Number - ………………………………………….

Subject	Grade	Subject	Grade
1.		3.	
2.		4.	

III. Mention any other relevant educational/ professional qualifications :………………………………………………
IV. Professional experience : ………………………………………………………………………………………………..

15.   I. Have you ever been convicted by a court of law?
Yes ☐   No ☐

II. If yes, state the particulars :- …………………………………………………………………………..
Examination Fee : ………………………………………………………………
Receipt No. : ……………………………………………………………
Date of Payment : ……………………………………………………..
Bank and Branch where the payment was made : ………………………………………..

> Firmly paste the receipt here

16. Applicant's Declaration :
  (a) I respectful declare/ affirm that the foregoing particulars are true and accurate to the best of my knowledge.
  (b) I am aware that I am liable to be found ineligible where it is proved before 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. 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 paid the examination fee and have affixed the receipt here.

………………………………………………….
Signature of the applicant

Date :

17.   I. 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 ……………………………….. of ………………………… 202…. and that the required examination fee has been paid and that the receipt thereof has been affixed.

………………………………………………….
Signature of the attester

Full name of the attester :-
Designation :-
Address :-
Date :-
(Affix the official seal.)

II. Attestation of the Head of the Department :
  I do hereby certify that I have examine 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.)

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