

Specimen Application Form

Open Recruitment to the Post of Legal Officer (Executive Officer Service Category Grade III) of the Ministry of Foreign Affairs, Foreign Employment and Tourism - 2025

(For office use only)

Please write the appropriate number in the box)

Sinhala - 2/ Tamil - 3/ English - 04

Note : The medium of application cannot be changed later.

- 1.0 1.1 Name in Full (Mr/Mrs/Miss) :
(in Sinhala/ Tamil)
- 1.2 Name in Full :
(In English block capitals)
- 1.3 Name with Initials (Mr/Mrs/Miss) :
(in Sinhala/ Tamil)
(Eg : K. M. T. Balasuriya (~~Mr./Mrs./Miss~~))

1.4 Name with initials :
(in English block capitals)

2.0 2.1 Permanent Address :
(In Sinhala/ Tamil)

2.2 Permanent Address :
(in English block capitals)

3.0 3.1 Gender : Male 0 Female 1 (Write the relevant number in the box)

3.2 Civil status : Married 1 (Write the relevant number in the box)
Unmarried 2

3.3 Date of Birth : Year: Month : Date :

3.4 Age as at 14.09.2026 : Year : Month : Date :

3.5 National Identity Card Number :

4.0 Telephone Number : Fixed

: Mobile

5.0 Educational Qualifications :

5.1 Degree	Institution	Date
.....		
.....		

6.0 Date of taking oaths as an Advocate of the Supreme Court :

6.1 Date of completion of 03 years of experience after taking oath in the Supreme Court :

6.2 Date of completion of 03 years of experience in a legal position in a public institution :

* Certificates/ documents providing basic qualifications should be certified as true by the applicant himself and submitted with the application.

7.0 Details regarding each qualification under No. 06 of the Call for Applications Notice :

7.1 Additional Educational Qualifications
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7.2 Additional Professional Experience

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7.3 Language Proficiency

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7.4 Proficiency in Information

Technology

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* Documents providing additional qualifications do not need to be sent with the application, and it is the applicant's responsibility to keep such documents ready for presentation at the interview.

8.0 Have you ever been convicted of any charge by a Court of Law?

(If yes, explain)

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9.0 Declaration of the Applicant :

I do hereby declare that the particulars furnished by me are true and accurate, that all sections have been duly completed, that if the statement made by me is found to be false, I am aware that I will be disqualified before appointment and liable to dismissal after appointment, and that I will abide by all the rules and regulations.

.....,

Signature of Applicant.

Date :

10.0 Attestation of the Signature of the Applicant :

I do hereby certify that Mr./Mrs./Miss who is forwarding this application is known to me personally and that he/she placed his/her signature before me on

.....,

Signature of the officer attesting.

Name in Full :

Designation :

Date :

(Please confirm by placing the official stamp)

11.0 Certificate of the Head of the Department (Only for candidates who are already in the Public Service)

I hereby certify that Mr./Mrs./Miss whose details are mentioned above, is working in this institution, that the information provided by him/her is correct, that his/her attendance are satisfactory, that there is no charge against him/her, and that he/she may be released from the service of this institution if selected for this post.

.....,
Signature of Head of Department/ Institution.

Name :

Designation :

Address :

Date :

(Please confirm by placing the official stamp)