

Department of Government Information
Specimen Application
Post of Web Writer

Medium applied

Sinhala	☐
Tamil	☐
English	☐

01. (a) Name with initials (In English):

(b) Name denoted by initials (In English):

(c) Name in full (in English BLOCK letters) : (Mr./Mrs./Miss.)
.....
.....

02. National Identity Card No.:

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03. (a) Personal Address :
.....
.....

Telephone No. :

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(d) Official Address (if engaged in an occupation at present) :
.....
.....
.....

Contact No. :

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(c) The address to which the admission should be posted :

Personal ☐ Official ☐

04. (a) Date of birth : Years Months Days
(A copy of the birth certificate should be appended)

(b) Age at the closing date of applications : Years Months Days

05. Marital Status : Married / Unmarried

06. Sex : Female / Male

07. Whether the applicant is a citizen of Sri Lanka : Yes / No

08. Educational Qualifications : (copies of certificates should be affixed)

G. C. E. (A/L) Examination : Year Index No.

Subject	Pass

G. C. E. (O/L) Examination : Year Index No.

Subject	Pass

09. Professional Qualifications : (copies of certificates should be affixed)

Course	Institution	Valid date

10. Other Qualifications: (copies of certificates should be affixed)

institution	Qualification	Valid date

11. Details of the current occupation (only for those engaged in an occupation) :

(a) Name and address of the institution:

.....
.....

(b) Date of first appointment :

(c) Current designation :

(d) Monthly basic salary :

(e) Allowances:

(f) Gross salary:

12. Have you been convicted by a court for a criminal offence? Yes / No

If yes, give details.

13. Have you ever worked under the government sector prior to this? Yes / No

If yes, give details.

14. Bank where the examination fee was paid..... Branch.....

Please attach the receipt of payment of the examination fee here

Applicant's certification :

I do hereby certify that the particulars given by me in this application are true and accurate. I'm aware that if any of the information furnished herewith are revealed to be false prior to selection, I will be disqualified for selection and if revealed after selection, I will be disqualified for this post and will be dismissed from service without compensation.

Date :

.....
Signature of the applicant

Attestation of Applicant's Signature :

I do hereby certify that Mr./ Mrs./Ms. of who under signed here is personally known by me and his/ her signature was placed before me on

.....,
Signature of the officer certifying the signature

Full Name:

Designation :

Date :

(Approve with official seal)

Recommendation of the head of the Department / Institution

(only for candidates serving in government institutions / Local government service / incorporated entities)

Director General of Government Information,

The application of Mr. / Mrs. / Miss serving in this institution as a(post) Is recommended herewith. This is to certify that he/she has/has not been confirmed in this post, his / her work and conduct is satisfactory, no disciplinary actions have been taken against him/her and has no intention of taking such actions. If he/she is selected to this post, he/she can be released from this service. (Please write off where necessary)

Date :

.....
Signature of the head of the Department / Institution
(Official Stamp)