**Specimen Application Form**

**VALUATION DEPARTMENT OF THE MINISTRY OF FINANCE**

**Recruitment to the Post of Legal Officer (Grade III of Executive Officer Category - 2026)**

(For office use only)
Write the relevant number of the language media in the box)

Sinhala-2/ Tamil - 3/ English - 4) ☐

*Note :-* The language media applied cannot be changed.

1.0 1.1 Full Name (Mr./Mrs./Miss) : .....
(In Sinhala/ Tamil) : .....

1.2 Full Name : .....
(In English Capital letters)

1.3 Name with Initials (Mr./Mrs./Miss) : .....
(In Sinhala/Tamil) E.g.: එම්. ජී. බී. එස්. කේ. ගුණවර්ධන.

1.4 Name with initials : .....
(In English Capital letters) E.g. : GUNAWARDHANA, M.G.B.S.K

2.0 2.1 Permanent Address : .....
(In Sinhala/ Tamil)

2.2 Permanent Address : .....
(In English Capital Letters)

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

3.2 Marital Status : Married - 1 ☐
Unmarried - 2
(Write the relevant number in the box)

3.3 Date of birth : Year : ☐☐☐☐ Month : ☐☐ Date : ☐☐

3.4 Age on 2025 ..... : Years: ☐☐ Months: ☐☐ Days: ☐☐

3.5 National Identity Card Number : ☐☐☐☐☐☐☐☐☐☐☐☐

4.0 4.1 Telephone Number : Fixed : ☐☐☐☐☐☐☐☐☐☐

Mobile : ☐☐☐☐☐☐☐☐☐☐

**5.0 Educational Qualifications :**

| 5.1 Degree | Institute | Date |
|---|---|---|
| ..... | ..... | ..... |
| ..... | ..... | ..... |

**6.0 Date of Sworn in as an Attorney-at-Law of the Supreme Court : .....**

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

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

* Certificates/ documents confirming the basic qualifications should be submitted by the applicant himself attested to be true and submitted along with the application.

**7.0 Particulars of obtaining each qualifications under No. 06 of the Calling Notice :-**

7.1 Additional Educational Qualifications : .....
.....

7.2 Additional Professional Experience : .....
.....

7.3 Knowledge of Information Technology : .....
.....

7.4 Language Ability : .....
.....

* Documents proving the additional qualifications should not be sent with the application form and it is the responsibility of the applicant to keep such documents ready to be submitted at the interview.

8.0 Have you ever been convicted by a court of law?
(If yes, please explain)

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**9.0 Applicant's Certificate :-**

I declare that the information furnished by me in this application is true and correct, that the principal portions have been correctly completed and that if this statement made by me is proved to be false, I am aware that I will be

disqualified prior to my appointment and shall be liable to be dismissed from service upon receipt of the appointment and I am subject to all rules.

..... .....

Date Signature of the Applicant

**10.0 Attestation of Applicant's Signature :**

I personally know the Applicant Mr./Mrs./Miss ..... who submits this application and I certify that he/she signed this application before me on .....

.....

Signature of the Certifying Officer.

Full Name :

Designation :

Date :

(Confirm with the official seal)

11.0 Recommendation of the Head of the Department : (Only for officers in public service)

Mr./Mrs./Miss ....., Who submits the above details, serves in this institution, and I assure you that the information provided by him/her is correct, that work and attendance are satisfactory, that there are no allegations against him/her, and that he or she can be released from service at this institution if selected for this position.

.....,

Signature of the Head of the Department/ Institution

Name :

Title :

Address :

Date :

(Apply the Official Seal)

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