SPECIMEN APPLICATION FORM

Open Competitive Examination for Recruitment to the Post of Stenographer Grade III (Management Assistant – Non – Technical Service – Category 2) of the Department of Labour – 2026

01. Medium of examination:
Sinhala - 1
Tamil - 2
English - 3
(Write the relevant number in the box. The Application should be completed in the language in which the examination is written)

02. 2.1. Name with initials at the end: ……..……..….
(English capital letters) ex.: (SILVA A.B.D.P.A)
2.3 Name in full (English capital letters): ……..……..
……
2.3 Name in full (Sinhala/ Tamil): ……..
……

03. 3.1. Permanent Address (English capital letters) (The admission card will be posted to this address):
……
……
3.2. Permanent Address (Sinhala/ Tamil): ……
……

04. Gender : (Male – 0 , Female - 1)
(Write the relevant number in the box)

05. National Identity card number :

06. Marital Status : (Unmarried – 1 , Married - 2)
(Write the relevant number in the box)

07. 7.1. Date of birth: Year Month Date

7.2. Age as at the closing date of applications
Years Months Days

08. Telephone Number (Mobile):

09. E – Mail Address:

10. The post applied (Put mark √ in the relevant box) :

1	Stenographer (Sinhala Medium)	
2	Stenographer (English Medium)	

11. Educational Qualifications:

11.1. G.C.E. O/L Examination (First attempt) :

(i) Year and Month of Examination :……

(ii) Index Number : ……..

(iii) Results :

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

11.2. G.C.E (A/L) Examination :

(i) Year and Month of Examination : ……..

(ii) Index Number : ……

(iii) Results :

	Subject	**Grade**
1		
2		
3		
4		

12. Professional Qualifications :

Course followed	**Certificate awarded institution**	**Duration of the course**	**Certificate number and date**

13. Have you ever been convicted of crime in a Court of Law?.....
If so, please state the details: ……..……

14. Have your previously been terminated from public service? ……
……..……..……
If so, please state the details: ……...……

15. Payment of Examination fee :
15.1. Amount paid: ……..
15.2. Name of Bank ……
15.3. Date of payment: …….
15.4. Receipt Number: ……..

Paste the receipt here firmly by one border of it. (Keeping a photocopy of the receipt will be useful)

16. Certification of the Applicant:

I ……. declare that I am qualified to sit for the Open Competitive Examination as per all the rules and regulations prescribed in the *Gazette* Notification and that the information provided in this application form is true to the best of my knowledge and belief. Further I agree to act in accordance with the rules and regulations of the examination. I agree with any decision that may be taken to cancel my candidature prior to, during or after the examination, without paying any compensation if I am found to be ineligible as per the provisions of the scheme of Recruitment of this examination. Moreover, I declare that I am subject to the rules and regulations imposed by the Commissioner General of Labour in respect of conducting the examination and issuing of results. I agree to perform the duties in any part of the Island, if selected to the post.

…….., ……,
Date Signature of the Applicant.

17. Attestation of the signature of the Applicant (Should be in accordance with paragraph 10.8 of the *Gazette* notification) :

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

…….., ……..,
Date Signature of the Attesting Officer.

Full Name of the Attester : …….
Designation : ……
Address : …….
(Should be verified with the official seal)

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