



**02. EDUCATIONAL QUALIFICATIONS (ATTACH COPIES OF CERTIFICATES)**

<b>I. G.C.E (Ordinary Level) Examination</b>	Index No	
	Year	

#	Subject	Grade	#	Subject	Grade
01.			06.		
02.			07.		
03.			08.		
04.			09.		
05.			10.		

<b>II. G.C.E (Advanced Level) Examination</b>	Index No	
	Year	
	Stream	
	Z-Score	

#	Subject	Grade	#	Subject	Grade
01.			03.		
02.			04.		

**03. ACADEMIC QUALIFICATIONS (ATTACH COPIES OF CERTIFICATES)**

University	Period	Major Field	Degree / Diploma	Class (If Any)	Year

**04. PROFESSIONAL QUALIFICATIONS (ATTACH COPIES OF CERTIFICATES)**

Institution	Period	Field of Study / Training	Qualification	Year

**05. WORK EXPERIENCE (ATTACH COPIES OF CERTIFICATES)**

Organization	Period	Position Held	Nature of Work

**06. ANY OTHER QUALIFICATIONS (IF ANY)**


**07. TWO NON-RELATED REFEREES**

Name	Position	Address	Telephone No

**08. DECLARATION OF THE APPLICANT**

I respectfully declare that the particulars furnished by me in this application are true and correct to the best of my knowledge. I agree to bear the loss which may occur due to incomplete and/or incorrect completion of any part of this application. Further, I state that, all sections of this application completed are true and correct to the best of my knowledge.

I shall not subsequently change any information stated above.

Date: .....

.....  
Signature of Applicant

**09. ATTESTATION**

I do hereby certify that Dr. / Mr. / Mrs. / Miss. ....  
..... is personally known to me and placed his/her signature in my presence  
on .....

Date: .....

.....  
Signature of Certifying Officer

Name: .....

Designation: .....

Address: .....

**10. (THIS PART IS APPLICABLE ONLY FOR CANDIDATES WHO ENGAGE IN GOVERNMENT EMPLOYMENT) ATTESTATION OF THE HEAD OF THE DEPARTMENT / INSTITUTION**

I hereby certify that Dr. / Mr. / Mrs. / Miss. ....  
..... who is working in this ministry / department / institution, is working in the  
post of ..... and his/her work and conduct are  
satisfactory, no disciplinary action pending against him/her and no decision has been taken to impose any such  
in the future. If he/she will be selected for this post, he/she can/cannot be released from the service.

Date: .....

.....  
Signature of the Head of the  
Department / Authorized Officer

Name: .....

Designation: .....

Address: .....

# APPLICATION SUBMISSION GUIDANCE



## 1. APPLICATION FORM (How to Fill)

Application Form For office use only

Name of the Ministry / Department / Institution

Name of the Post (Name of the Vacancy)

Application for the Post

Status  Dr.  Mr.  Mrs.  Miss.

1 Personal Information

- ✓ **Fill Carefully:**
- ✓ Write Name of the Ministry / Department / Institution
- ✓ Write Name of the Post (Name of the Vacancy)
- ✓ Use **BLOCK LETTERS**
- ✓ Do not leave any required field empty
- ✓ Attach required certificates & photos
- ✓ Sign the application before submission



## 2. ENVELOPE COVER (Postal Submission Guide)



- ✓ **Write on the Envelope:**
- Top Left: Name of the Post (Vacancy Name)
- **Sender Name & Address** (Your Name & Address)
- **Center/Right:** Receiver Name & Official Address
- Use a registered post if mentioned in the notice
- Seal the envelope properly



## 3. E-MAIL SUBMISSION (If Email Required)

New Message

To: Official Receiver Email Address

Subject: Name of the Post (Vacancy Name)

Sans Serif

Send

- ✓ **Email Instructions:**
- **To:** Official Receiver Email Address
- **Subject:** Name of the Post (Vacancy Name)
- **Attach:** Filled Application Form (PDF)
  - Certificates (Scanned)
  - NIC Copy (if required)
- File name example: Application\_Name\_Post.pdf



## FINAL CHECK (All Government Applications)

- ✓ Read the official gazette/notice
- ✓ Check closing date
- ✓ Submit by Post or Email as instructed
- ✓ Incomplete applications will be rejected
- ✓ Send before the closing date & time