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தரவு பாதுகாப்பு அதிகார சபை
Data Protection Authority
SRI LANKA

First Floor, Block 5, BMICH, Bauddhaloka Mawatha, Colombo 07, Sri Lanka.
Tel: +94 (0)112697241, Email: info@dpa.gov.lk, Web: www.dpa.gov.lk

RECRUITMENT APPLICATION FORM

To be completed by the applicant in BLOCK CAPITALS, in ink

Post Applied For

Vacancy / Reference No.

Office Assistant

OA/OCT2026

Instructions to Applicants — please read before completing this form

1. Download this form, complete it accurately and fully, print it, sign it, and **send it by POST** to the address given on page 2.
2. Only the information provided on this form and submitted by post will be considered for the initial screening. Any additional documents, attachments, or information sent by e-mail or other electronic means will NOT be taken into account for evaluation.
3. Ensure all information given is true and accurate. Incorrect or misleading information may lead to disqualification at any stage.
4. Eligible age range for this recruitment is 18–45 years, and the minimum G.C.E. (O/L) qualification is 2 credit passes (C or above).
5. Applicants who satisfy the above criteria at initial screening will be called for an interview and/or a competency assessment.

1. Personal Details

Full Name (in full, as per National Identity Card)

Year of Birth (YYYY)

Age (as at closing date)

Gender

☐ Male ☐ Female

Contact Number

Postal Address

2. Educational Qualification — G.C.E. (Ordinary Level)

Index No.

Attempt (1st / 2nd / 3rd / More)

Subject	Grade	Subject	Grade

Total Number of Credit Passes (Grade C or above)

☐ I confirm the above qualification meets the minimum requirement of 2 credit passes (C or above) for this post.



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3. Additional Qualifications

Degree: ☐ Yes ☐ No

If yes, specify degree / class / university

Postgraduate / Masters: ☐ Yes ☐ No

If yes, specify qualification / university

Work Experience (years)

Brief description of relevant work experience:

4. Declaration

I hereby declare that the information given in this application is true, complete and accurate to the best of my knowledge. I understand that any false, misleading or incomplete information may result in my disqualification at any stage of the recruitment process, whether before or after appointment. I understand that only this application form, submitted by post, will be considered for the initial evaluation, and that no other format, information or medium of submission will be accepted.

Signature of Applicant

Date (DD/MM/YYYY)

Please post the completed and signed form to:

The Chairman,
Data Protection Authority,
First Floor, Block 5, BMICH, Bauddhaloka Mawatha, Colombo 07, Sri Lanka.
Tel: +94 (0)112697241, Email: info@dpa.gov.lk, Web: www.dpa.gov.lk

FOR OFFICE USE ONLY — Initial Screening

☐ Age Eligibility (18–45) ☐ Education Requirements ☐ Qualification Requirement

Other Comments:

Reviewed By

Date

☐ Shortlisted for interview / assessment