

# CENTRAL BANK OF SRI LANKA

(For official use only)  
**Verification of Applications**

Status	Checked By	Approved By
Qualified		
Not Qualified		
Remarks		

APPLICATION FOR THE POST OF

## Junior Personal Assistant (English and Sinhala)

1.0 Full Name	
2.0 Name with Initials	
3.0 Postal Address	

4.0 Contact details			
Tele.	Land	Fax	
	Mobile	e-mail	

5.1 Are you a citizen of Sri Lanka? <small>(Delete the word inapplicable)</small>	Yes / No	5.2 National Identity Card Number
6.1 Date of Birth <small>(DD/MM/YYYY)</small>	6.2 Age <small>(As at 25.05.2022)</small>	Years
7.1 Sex <small>(Write the number in the cage)</small>	0 - Male    1 - Female	7.2 Civil Status <small>(Write the number in the cage)</small>
		1 - Single    2 - Married

8.0 Qualifications			
8.1 GCE (O/L) Examination	Year	School	
Index Number			
Subjects	Grade	Subjects	Grade
1		6	
2		7	
3		8	
4		9	
5			

GCE (O/L) Examination – 2 <sup>nd</sup> Attempt (if any)	Year	School	
Index Number			
Subjects	Grade	Subjects	Grade
1		6	
2		7	
3		8	
4		9	
5			

8.2 GCE (A/L) Examination	Year	School	
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Index Number																									
	Subjects										Grade	Subjects										Grade			
1												3													
2																									

8.3 Professional Qualifications			
Name of the Course	Institution	Completed	
		Level	Date

9.0 Experience/ Service Record (Starting with present/ latest job)			
Position	Employer / Organization / Institution	Period	
		from	to

10.0 Trainings :			
Name of the Training Programme	Institution	Year	
		from	to

11.1 Have you ever been convicted for any criminal offence before a court of law? (Delete the word inapplicable)	Yes / No
11.2 If your answer for 11.1 is Yes, please give details	

**12.0 Two non-related referees**

	Referee 1	Referee 2
Name and Address		
Telephone No.		
e-mail		

I certify that the above information given by me are true, complete and correct. I aware that misrepresentation and / or providing of false information, or willful suppression of any material fact, renders my application invalid and if found subsequently to the appointment, I will be dismissed without any compensation.

Date: 

				2	0	2	2
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Signature of the Applicant: \_\_\_\_\_

**Instructions and notifications**

- 1.0** Please attach the Copies of all Original Certificates, which are relevant to the applied post. (ie. Birth certificate, National Identity Card, Academic & Professional Qualifications and experience etc.)
- 2.0** Applicants are strictly advised to adhere to the prescribed application format and send scanned copies of the duly completed application form with all the required documents to **hrd\_recruitment@cbsl.lk** to reach the Director/Human Resources via email on or before **25.05.2022**. The words "Application for the Post of Junior Personal Assistant (English & Sinhala)" should be mentioned as the subject of the email.
- 3.0** Applications, which are received after the closing date or not meeting the specified requirements will be rejected without notice at any stage of selection process.

**Any form of canvassing will be a disqualification**