



**For Office Use Only**

**Ministry of Women, Child Affairs and Social Empowerment National Secretariat for Elders Recruitment  
for the Posts of Management Assistant – Grade III**

1. Name with Initials : .....  
..... Mr./ Mrs.

2. Full Name :  
.....  
..... Mr./ Mrs.

3. Permanent Address : .....  
.....

4. National Identity Card No. : .....

5. Telephone No : Residential ..... Mobile .....

6. Birth Day : Year ..... Month ..... Date  
Age (As at 15.11.2023) : Years ..... Months ..... Days .....

7. Nationality : .....

8. Marital status : .....

9. Educational Qualifications

I. G.C.E. O/L

First Attempt		Second Attempt	
Subject	Grade	Subject	Grade
1. ....	.....	.....	.....
2. ....	.....	.....	.....
3. ....	.....	.....	.....
4. ....	.....	.....	.....
5. ....	.....	.....	.....
6. ....	.....	.....	.....
7. ....	.....	.....	.....
8. ....	.....	.....	.....
9. ....	.....	.....	.....
10. ....	.....	.....	.....

II. G.C.E. A/L

Subject	Grade
1. ....	.....
2. ....	.....
3. ....	.....
4. ....	.....

10. Other Educational Qualifications : .....

.....

.....

11. Professional Qualifications : .....

.....

.....

12. Language Proficiency : Indicate (√)

	Very Good	Good	Basically	Weak
Sinhala				
Tamil				
English				

13. Experience : .....

.....

.....

.....

**Statement of Applicant**

I ..... hereby declare that the information provided here is true and correct to the best of my knowledge.

Further, I declare that I have not been dismissed from public service or subjected to compulsory retirement due to inefficiency or considered to have left the service.

If I am found unsuitable after I have been selected for this post, I am bound to be dismissed.

.....,  
Date.

.....,  
Signature of Applicant.

**Certification from the Head of Institution if the applicant is working in Government Service, Government Corporation, Statutory Board or Statutory Body**

Mr./Mrs. .... is working in this institution in a permanent/ temporary/casual position and may/may not be released if he/she is selected.

Date.....,

.....,  
Signature of the Head of the Institution.  
(Official Stamp)