

**MINISTRY OF PUBLIC ADMINISTRATION, PROVINCIAL COUNCILS AND LOCAL
GOVERNMENT HOME AFFAIRS DIVISION**

**Recruitment on an open basis to the vacant post of Legal Officer (Grade III of Executive Service
Category) of the Home Affairs Division -2025**

Medium of language to appear for the interview	
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For office use only

1. Details of the applicant

I. Name with initials with last name followed by the initials (In English Block Capitals):
E.g.: - GUNAWARDHANA, M.G.B.S.K.

.....

II. Name with initials :
(In Sinhala/Tamil)

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III. Name in full :
(In English Block Capitals)

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IV. Name in full :
(In Sinhala/Tamil)

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.....

V. National Identity Card Number :

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VI. Date of birth : Year :

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 Month :

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 Date :

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VII. Age as at the date of application :

VIII. Gender : Female Male

IX. Civil status : Married Unmarried

X. Permanent resident address (In English Block Capitals):

XI. Permanent resident address (In Sinhala/Tamil):

XII. Address to which the letter calling for the interview should be addressed to:

XIII. Telephone Number :

Mobile

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Office

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XIV. Email address:

2. Educational/Professional Qualifications
 (Certified copies should be annexed)

N.B.: *In entering relevant information for the following tables under number 02, the documents forwarded by you for confirming your qualifications in the section given as attachment number should be numbered, and that number should also be mentioned.*

2.1 Educational and professional qualifications

<i>Serial No.</i>	<i>Post Graduate Degrees/Diplomas/Certificate qualifications and professional qualifications</i>	<i>Field of study</i>	<i>University/ Institution</i>	<i>Effective date (YYYY/MM/DD) Only if applicable</i>	<i>Annexure Number (Compulsory)</i>

2.2 Language proficiency (Language skills of languages other than mother language)

<i>Serial No.</i>	<i>Language</i>	<i>Qualification</i>	<i>Effective Date (YYYY/MM/DD)</i>	<i>Annexure Number (Compulsory)</i>

2.3 Knowledge of Information Technology

<i>Serial Number</i>	<i>Qualification</i>	<i>Date obtained the qualification</i>	<i>Institution obtained the qualification</i>

3. Date of taking oaths as an Attorney-at Law of the Supreme Court:

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3.1 Date of completing 03 years of experience after taking oaths as an Attorney-at Law of the Supreme Court:

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3.2 Date of completing 03 years of experience in a legal position in a government institution:

- Certificates/documents proving the basic qualifications should be self-certified and submitted along with the application.

4. Present Service details

4.1 Present working place:

4.2 Present post:

4.3 Date of appointment to the present post and the period of service:

4.4 Telephone number of the working place:

4.5 Whether subject to any disciplinary procedure during the service period?

Is there any disciplinary action taken against you during the period of service.

Yes No

If so, details.....

<i>Serial Number</i>	<i>Disciplinary action taken</i>	<i>Time Period</i>

4.6 Have you ever been convicted before a Court of Law? Yes No

If so, details

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5. Declaration of the Applicant

I,....., hereby certify that all the above information mentioned by me is true and accurate. I am well aware of that if the information furnished by me is found to be false, I shall be disqualified before being appointed to the post, subject to dismissal after being appointed to the post and take disciplinary action against me, and I have no objection in that regard. Furthermore, I hereby declare that I am bound to abide and all the directives and provisions issued and to be issued in the future with regard to conducting interview and issuing results by the Public service commission.

.....
 Date

.....
 Applicant's Signature

Note - The signature of the applicant should be attested by Principal of a government school/Justice of the Peace/Commissioner for Oaths/ Attorney-at Law/Notary Public/a commissioned officer of the three armed forces or an officer holding a permanent government position in a public or provincial public service with a monthly consolidated salary of Rs. 47,615/-.

Attestation of the Applicant’s Signature

I hereby certify that Mr./Mrs./Misswho is forwarding this application is personally known to me, and he/she has placed his/her signature before me on this.... day of

.....
Signature and official stamp of the attestor.

Name :
Designation :
Address :
Date :

Only for applicants who is serving in public service or provincial service

Attestation of the Head of the Institution

I hereby certify that Mr./Mrs./Misswho is forwarding this application, is serving in a post ofof this institution, the information furnished above is accurate as per his/her personal file, and that if he/she will be selected for the vacant post of Legal Officer (Grade III of Executive Service Category) of the Home Affairs Division of the Ministry of Public Administration, Provincial Councils and Local Government, the officer can be released from the service of this institution.

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Signature of the Head of Institution.
Official Stamp

Name :
Designation :
Address :
Date :