



**Application for the Post of
MANAGEMENT ASSISTANT (NON-TECHNOLOGICAL)**

*** Mandatory**

1. * Title :
- * Surname :
- * Initial :
- * Other Names Denoted :
by initials
- * Gender :
- * Civil Status :
- * NIC :
- * Date of Birth :
- * Nationality :
- * Present Address :
- * District :
- * Contact Nos. : Mobile –
Home –
Office –
- * Email :

2. *** Educational Qualifications**

G. C. E Ordinary Level

Year

School

District

Results (One sitting)

Subject	Grade
1. Sinhala / Tamil	
2. English	
3. Mathematics	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

* G.C.E Advanced Level

Year

School

District

Results (One sitting)

Subject	Grade
1.	
2.	
3.	
4.	

3. *Details of Certificate Course in Computer Applications:

Institution	Description	Duration

4. Work Experience:

Institute	Period of Service	Designation	Reason for Leaving
1.			
2.			
3.			
4.			

5. Other Achievements

(Please list out professional memberships, committees, etc.)

6. * Details of two non-related referees:

Name	Address	Tel.No

7. Declaration of the Applicant

(a) 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 that 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.

(b) I shall not subsequently change any information stated above.

.....
Date

.....
Applicant's Signature

8. (For candidates currently employed in Government/Statutory Boards/Corporations only)

Attestation of the Head of the Institution:

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

Date

.....
Signature of Head of the Institution

Name:

Designation: -

Institution: -