



Open Competitive Examination for Filling the Vacancies in the Post of Treaty Officer at the Ministry of Foreign Affairs - 2019

01. 1.1. Full Name (In Sinhala/Tamil) :
.....

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

1.3. Full Name (In Block Capitals):
.....
(Eg. HERATH MUDIYANSELAGE SAMAN KUMARA HERATH)

1.4. Name with the Surname first and the initials next:
(In Block Capitals) :
.....
(Eg. HERATH, H.M.S.K.)

02. 2.1. Permanent Address (In Sinhala/Tamil) :
.....

2.2. The Address for sending the Admission Card (In Block Capitals) :
.....

03. 3.1. Citizenship : Sri Lankan Dual/Other (Mention the relevant country)

3.1. National Identity Card Number :

3.2. Date of Birth : Year: Month : Date :

3.3. Age at the closing date for applications: Years: Months: Days:

3.4. Sex: Female - 1 / Male - 2 (Enter the relevant number in the box)

3.5. Civil Status : Married
Unmarried

3.6 Telephone No. : Mobile : Fixed :

04. Details of the Educational Qualifications:

- 4.1. Degree :
- I. Issuing University :
- II. Effective Date:
- III. Class obtained :
- IV. Main subject(s) of the Degree :

4.2. General Certificate of Education (Advanced Level) Results:

Year :

Admission No. :

Subjects	Grades obtained
1.	
2.	
3.	
4.	

4.2. General Certificate of Education (Ordinary Level) Results:

First attempt :

Second attempt :

Year : Admission No. : Year : Admission No.:

Subjects	Grades obtained	Subjects	Grades obtained	Subjects	Grades obtained	Subjects	Grades obtained
1.		6.		1.		6.	
2.		7.		2.		7.	
3.		8.		3.		8.	
4.		9.		4.		9.	
5.		10.		5.		10.	

05. Computer Literacy : (Details of the courses completed)

Field (Eg: MS Office)	Institution (Eg: SLIDA)	Course Duration (Eg : 01 Year)	Achievement (Eg. Diploma)	Effective Date (Eg : 01.05.2018)

06. Language Proficiency :

Language	Reading	Writing	Speaking
Sinhala			
Tamil			
English			
Other languages: (Specify)			

07. Experience: (Should be proved by the service certificates issued by the employer or any other formal documents)

Institution	Designation	Type of Duties	Period of Service From ----- to ----

08. Have you ever been convicted of a criminal offence in a Court of Law?

No Yes Give relevant information:

.....
.....
.....

09. Are you a person who has been compulsorily retired for general inefficiency or retired as a merciful alternative to dismissal or retired as a punishment or dismissed after a formal inquiry or a person who has vacated the post, from the public service or the provincial public service or the local government service or a government corporation or a statutory body?

No Yes Give relevant information:

.....
.....
.....

10. Are you a bankrupt person? No Yes

11. Statement of the applicant:

I certify that, the information provided here is true to my knowledge and belief. I have read and understood all terms and conditions mentioned in the notification calling for applications and I am forwarding this application in accordance with those terms and conditions. I understand that, my appointment is subject to cancellation as null and void, if found unsuitable for the post of Treaty Officer after the appointment. Also, I shall abide by the rules imposed by the Secretary to the Ministry of Foreign Affairs regarding the conducting of the examination and issuing the results and any information provided here will not be changed later by me.

.....
Date

.....
Signature of the Applicant

12. Certification of the signature of the Applicant:

I certify that, Mr./Mrs./Miss forwarding this application is personally known to me and he/she placed his/her signature in my presence.

.....
Date

.....
Signature and the official stamp of the attester

Name of the certifier:

Designation :

Address :

- **Certification of the head of the institution :**
(Relevant only for the officers of the public service or the semi-government service or the provincial public service)

The application of Mr./Mrs./Miss is forwarded herewith. I hereby kindly inform that, he/she is working in this ministry/department as a permanent employee and he/she can be/cannot be released from his/her duties, if selected for this post.

.....
Date

.....
Signature and the official stamp
of the head of the department