

**SPECIMEN APPLICATION FORM**

**Public Service Commission**

RECRUITMENT TO THE POST OF LEGAL OFFICER OF THE OFFICE OF THE CABINET OF MINISTERS  
ON OPEN BASIS - 2023 (GRADE III OF THE EXECUTIVE OFFICER SERVICE CATEGORY)

(For Office use only)

(Write the relevant medium number in the box)

Sinhala – 2 / Tamil – 3/ English – 4

Note: The medium of application cannot be changed.

- 1.0 1.1 Full name (Mr./Mrs/Miss.) : .....  
(in Sinhala/Tamil)
- 1.2 Full name : .....  
(In capital letters)
- 1.3 Name with initials (Mr./Mrs./Miss.) : .....  
(In Sinhala/ Tamil)
- 1.4 Name with initials (Mr./Mrs./Miss.) : .....  
(In Capital letters)
- 2.0 2.1 Permanent address : .....  
(In Sinhala/ Tamil)
- 2.2 Permanent address : .....  
(in Capital letters)
- 2.3 Phone Number : .....
- 3.0 3.1 Gender : Male – 0  (Write the relevant number in the cage)  
Female – 1
- 3.2 Marital status : Married – 1  (Write the relevant number in the cage)  
Unmarried - 2
- 3.3 Date of Birth : Year     Month   Date
- 3.4 Age as at 04.12.2023 : Years     Months   Dates
- 3.5 National Identity Card Number :
- 4.0 4.1 Details of qualifications obtained as per paragraph 2 of the notification calling for applications:
  - (i) Educational/ Professional qualifications  
[As per 2 (i) of the notification of calling for applications]  
Date of swearing in as an Attorney-at-Law in the Supreme Court : .....
  - (ii) Experience [As per 2(ii) of the notification of calling for applications]

Nature of experience	Institution of which experience gained	Duration			
		From	To	Number of Years	Number of Months
Complete period of Time					

4.2 Qualifications included under the fields 01 to 04 of the marking criteria of the Eligibility Assessment Interview under paragraph 6 of the notification for calling applications :

01. Additional Educational Qualifications [As per 6(01) of the notification of calling for applications]

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

02. Additional Professional Experience [As per 6(02) of the notification of calling for applications]

	Number of Cases filed	Number of cases for which statement were made appearing before court
Supreme Court		
Court of Appeal		
High Court/ Commercial High Court/ Civil Appeals High Court		
District/ Magistrate Court		
Tribunals		

03. Knowledge on Information Technology/ Information Technology Law [As per 6(03) of the notification of calling for applications]

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.....  
.....

04. Language Proficiency [As per 6(04) of the notification of calling for applications]

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.....  
.....

5.0 Have you ever been convicted by a Court of Law ? .....

If "Yes", Please explain : .....

6.0 Certificate of the applicant:

I hereby declare that all the information provided by me in this application is true and correct, that all the parts have been duly completed and that I am aware that I will be subject to disqualification if this declaration is found to be untrue prior to my selection and dismissal if such a situation is discovered after the selection and I am subject to all rules and regulations.

Date : .....

.....

Signature of the applicant.

7.0 Certification of the applicant's signature:

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

Date : .....

.....  
Signature of the officer certifying the signature

Full name: .....

Designation : .....

(Confirm with the official stamp)

8.0 Recommendation of the Secretary to the Ministry/Head of Department (Only for Public Service applicants).

I certify that the above mentioned Mr./Mrs./Miss./ ..... serves at the Ministry/ Department/ Institute of ....., that the information furnished by him/her is accurate, that work and attendance are satisfactory, that no allegations have been leveled against him/her and that if he/she is selected for the post, he/she can be released from the service of this Institution.

Date : .....

.....  
Signature of the Secretary to the Ministry/ Head of Department/  
Institution

Name : .....

Designation : .....

(Place the official stamp)