

CENTRAL BANK OF SRI LANKA

(For official use only)
Verification of Applications

Status	Checked By	Approved By
Qualified		
Not Qualified		
Remarks		

APPLICATION FOR THE POST OF

Junior Personal Assistant (English and Sinhala)

1.0 Full Name															
2.0 Name with Initials :															
3.0 Postal Address															
4.0 Contact details															
Tele.	Land						Fax								
	Mobile						e-mail								
5.1 Are you a citizen of Sri Lanka? <small>(Delete the word inapplicable)</small>				Yes / No		5.2 National Identity Card Number									
6.1 Date of Birth <small>(DD/MM/YYYY)</small>				6.2 Age <small>(As at 12.09.2019)</small>		Years		Months		Days					
7.1 Sex <small>(Write the number in the cage)</small>			0 - Male		1 - Female		7.2 Civil Status <small>(Write the number in the cage)</small>			1 - Single		2 - Married			
8.0 Qualifications															
8.1 GCE (O/L) Examination				Year		School									
Index Number						School									
Subjects						Grade	Subjects						Grade		
1							6								
2							7								
3							8								
4							9								
5															
GCE (O/L) Examination – 2nd Attempt, if any															
GCE (O/L) Examination – 2 nd Attempt, if any				Year		School									
Index Number						School									
Subjects						Grade	Subjects						Grade		
1							6								
2							7								
3							8								
4							9								
5															

8.2 GCE (A/L) Examination										Year		School															
Index Number																											
Subjects										Grade		Subjects										Grade					
1														3													
2																											

8.3 Professional Qualifications															
Name of the Course							Institution							Completed	
														Level	Year

9.0 Experience/ Service Record (Starting with present/ latest job)													
Position					Employer / Organization / Institution					Period			
										from		to	

10.0 Trainings :															
Name of the Training Programme							Institution							Year	
														from	to

11.1 Have you ever been convicted for any criminal offence before a court of law? (Delete the word inapplicable)												Yes / No	
11.2 If your answer for 11.1 is Yes, please give details													

12.0 Two non-related referees										
	Referee 1	Referee 2								
Name and Address										
Telephone No.										
e-mail										
<p>I certify that the above information given by me are true, complete and correct. I aware that misrepresentation and / or providing of false information, or willful suppression of any material fact, renders my application invalid and if found subsequently to the appointment, I will be dismissed without any compensation.</p>										
Date:	<table border="1"> <tr> <td></td><td></td><td></td><td></td><td>2</td><td>0</td><td>1</td><td>9</td> </tr> </table>					2	0	1	9	Signature of the Applicant: _____
				2	0	1	9			

Instructions and notifications

1.0 Please attach the Copies of all Original Certificates, which are relevant to the applied post. (ie. Birth certificate, National Identity Card, Academic & Professional Qualifications and experience etc.)

2.0 Your application should be forwarded to the following address **on or before 12.09.2019** by **Registered Post**. The words "**Application for the Post of Junior Personal Assistant (English and Sinhala)**" should be clearly marked on the **top left hand corner of the envelope**.

Director – Human Resources
Central Bank of Sri Lanka
No. 30, Janadhipathi Mawatha,
Colombo 01.

3.0 Applications, which are received after the closing date or not meeting the specified requirements will be rejected without notice at any stage of selection process.

Any form of canvassing will be a disqualification