

MINISTRY OF FOREIGN AFFAIRS

**RECRUITMENT TO THE POST OF PROTOCOL ASSISTANT IN THE
MINISTRY OF FOREIGN AFFAIRS - 2023**

Medium of the Examination:
(Please write the appropriate number in the cage)

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(For office use only)

Sinhala - 2
Tamil - 3
English - 4

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01.(i) (a) Last name with initials at the end (in English block capitals): *Example* (SUMANASIRI, E.D.C.B.A) :

(b) Last name with initials at the end (in Sinhala/Tamil): _____

(ii) (a) Name in Full (in English block capitals) : _____

(b) Name in Full (in Sinhala/Tamil) : _____

02. Address:

(i) Residential (In English block capitals): -----
(Admission Card will be posted to this address)

(ii) Official : -----

03. Gender:

Male - 0

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Female - 1 (Please write the appropriate number in the cage.)

04.National Identity Card No. :

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05. Telephone No. :

(i) Mobile

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(ii) Office

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06. (i) Date of Birth :

Year

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Month

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Date

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(ii) Age on the closing date of application :

Year

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Month

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Date

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07. Body Mass Index (BMI):

08. Height

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|------|--------|
| Feet | Inches |
|------|--------|

09. Civil status:

Please write the appropriate number in the cage

Single – 1
Married – 2

10. Educational Qualifications:

i. G.C.E (Ordinary Level)

Year..... Index No.

| Subject | Grade | Subject | Grade |
|---------|-------|---------|-------|
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ii. G.C.E (Advanced Level)

Year..... Index No.

| Subject | Grade | Subject | Grade |
|---------|-------|---------|-------|
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11. If you possess any other academic/professional qualifications (Degree, Postgraduate degree, Proficiency in English Language, Computer Literacy, Proficiency in Foreign languages, professional qualifications and experience relevant to the post, etc.) mention below;

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12. Declaration of the Applicant:

I do hereby declare that the particulars furnished by me are true and accurate. I am also aware that if any particulars given herein is found to be incorrect or false, I am liable to be disqualified if discovered before selection and, to dismissal if discovered after selection. I further, declare that I abide by the rules and regulations imposed in respect of conducting the examination and issuing the results.

Date:

Signature of applicant

13. Attestation of the signature of the applicant:

I do hereby certify that Mr./Mrs./Miss..... who is forwarding this application is known to me personally and that he/she placed his/her signature before me on.....

Signature of the officer attesting

Date: _____

Full name of the Officer Attesting: _____

Designation: _____

Address: _____

(Official Frank)

14. CERTIFICATE OF THE HEAD OF DEPARTMENT

(Only for candidates who are already in the Public Service/Provincial Public Service)

I have ascertained that Mr./Mrs./Miss has (a) earned all his/her increments (b) has not been subjected to any form of disciplinary punishment (other than warning).

I certify that the particulars given in the application are correct.

Further, it is hereby informed that, if this officer is selected to the post of Protocol Assistant he/she can be released from his/her present post immediately.

Date:

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Signature and the Designation
of the Head of the Department