

FORM OF APPLICATION

Post Applied For: Acting Registrar

1.	Name in Full: Rev./Mr./Mrs./Miss [Underline Surname]
	[If registered as a student in a University under any other name,
	please indicate such name within brackets]

2. Postal Address [Any change should be communicated immediately]

3. Contact Telephone No.

1

E-Mail -

Fax No. -

4. Date of Birth & Age [Please attach copy of Birth Certificate]

5. Nationality

6. Civil Status

7. Whether Citizen of Sri Lanka [State whether by descent or by registration; if by registration, give reference number and date of certificate of citizenship]

8. **Educational Qualifications** [*Please attach copies of all relevant certificates*]

University Education				
<u>Degree/Diploma, etc. &</u>	From	<u>To</u>	Course Followed	Date of Final Exam
Name of the University				& Results [Give
				Class /Grade]

9. Special Qualifications

[Professional, etc. – Please attach copies of all relevant certificates]

10. Postgraduate Qualifications

[State whether by course work or research, duration and effective date – Please attach copies of all relevant certificates]

11. Academic Distinctions, Scholarships, Medals, Prizes, etc.,

[Indicate the Institution from which such awards have been obtained – Please attach copies of relevant certificates]

12. Research Publications, if any

[If space is insufficient, please use a separate sheet]

13. Proficiency on Languages : Highest Examination passed in,

Sinhala -Tamil -English -

14. (a) Present Occupation :

- 1. Post :
- 2. Date of appointment to such post :
- 3. Whether confirmed in the present post :
- 4. Place of work :
- 5. Salary scale of the post :
- 6. Present salary : (a) Salary Step -
 - (b) Allowances -

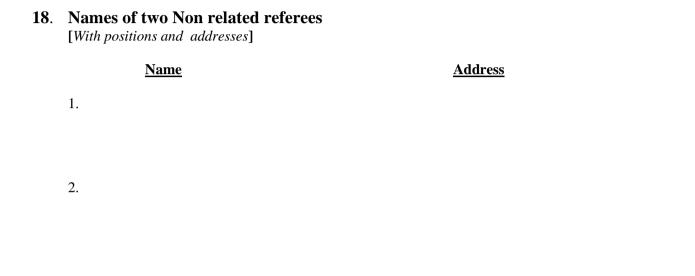
(b) Previous Employ	yment, if any	(with experience), with	dates	s and periods
Department/ Institution	Post	From	<u>To</u>	Reasons for Leaving

(c) Experience, if any

Particulars of Bond Obligations to Higher Educational Institutions/Institutes (**d**) if any:

- Obligatory Period : (i) :
- Amount Due (ii)
- 15. Commendations/Punishments, if any, During your career in the University/ **Educational Institution**

16. Extra Curricular Activities



19. Where a period of experience is a requirement for the post applied, state period of such experience with details:

20. I hereby certify that the particulars submitted by me in this application are true and accurate. I am aware that if any of these particulars are found to be false or inaccurate, I am liable to be disqualified before selection and to be dismissed without any compensation if the inaccuracy is detected after appointment.

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Signature of Applicant

21. [TO BE COMPLETED BY THE HEAD OF THE DEPARTMENT WHERE APPLICABLE]

(a) Is the applicant on probation?

Yes / No

- (b) Was any disciplinary action taken against the applicant? Yes / No
- (c) I recommend/ not recommend the application.

Date

Signature of Head of Department

<u>Note</u>: If space not sufficient to enter the details under each column use a separate sheet and attach to the end.