

POSTGRADUATE INSTITUTE OF MANAGEMENT
University of Sri Jayewardenepura

Application Form – Academic Posts

for office use only

I	Post applied																		
II	Subject areas the applicant is competent in teaching and other academic work as per the department of study/subjects indicated in the advertisement/ the qualifications possessed by the applicant																		
	1.					3.													
	2.					4.													
1.1	Surname with initials (in block capitals)																		
1.2	Name in full (in block capitals)																		
	(Rev./Dr./Mr./Ms.)																		
		<i>(copy of the birth certificate should be attached)</i>																	
1.3	Civil Status																		
1.4	Gender																		
1.5	NIC/Passport No.																		
1.6	Date of Issue of NIC/Passport																		
2.1	Postal Address																		
2.2	Telephone (Residence)					2.3	Mobile												
2.4	Email Address																		
3.1	Date of Birth	Year				Month				Date									
3.2	Age as at the closing date of application	Years				Months				Days									
3.3	Whether citizen of Sri Lanka by descend or registration					3.5	If by registration give reference number and the date of certificate of citizenship												
4	Schools attended																		
		Name of the School									From		To						
	1.																		
	2.																		
	3.																		

5	Educational Qualifications					
5.1	G.C.E. O/L Examination			Year		
	Subject	Grade		Subject	Grade	
	1.			6.		
	2.			7.		
	3.			8.		
	4.			9.		
	5.			10.		
5.2	G.C.E. A/L Examination			Year		
	Subject	Grade		Subject	Grade	
	1.			4.		
	2.			5.		
	3.			6.		
6	University Education					
	Degree Title	University/Institute	Course Duration	Effective Date of Degree	Class or Grade	Courses/subjects followed
<i>(copies of the degree certificates/transcripts containing details requested under 6 should be attached)</i>						
7	Postgraduate Qualifications					
	Degree Title	University/Institute	Course Duration	Effective Date of Degree	Class or Grade	Courses/subjects followed
<i>(copies of the degree certificates/transcripts containing details requested under 7 should be attached)</i>						

8	Highest Examination passed in Sinhala/Tamil with grade (indicate whether Degree/A.L/O.L/etc)											
9	Professional Memberships											
	Membership type (Co-operate /Associate etc)	Institute					Date on which membership awarded					
	<i>(copies of the membership certificates should be attached)</i>											
10	Any other Academic Distinctions, Scholarships, Medals, Prizes, etc.											
	Academic Distinctions, Scholarships, Medals, Prizes, etc.	Institution										
11	Research & Publications, if any											
12	Past experience relevant to the post applied											
	Designation	Name of the Employer				From			To			
						DD	MM	YY		DD	MM	YY
	<i>(copies of the experience certificates should be attached)</i>											

13	Present employment				
	Designation	Name of the Employer	Date of Appointment	Sector (Government, Private, etc)	Salary Drawn (State whether basic or consolidated)
	(Copy of the appointment letter should be attached)				
14	Particulars of bond obligations to Higher Educational Institutions/Institutes				
	Name of the Institutions/Institute		Obligatory period	Amount due in Rupees	
15	Salary point expected from the University within the salary scale advertised and reasons to establish your claim				
	Salary expected	Reasons			
16	Extra curricular activities (Supporting evidence must be attached)				
17	Names , addresses, contact information (emails, telephone no.) of two non-related persons to whom reference can be made (Referees are expected to submit a confidential report within 2 weeks of receiving a request from the institute)				
	1		2		
18	I hereby certify that the particulars submitted by me in the application and its annexure 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 the appointment.				
 Date	 Signature of the Applicant		

19	Recommendation by the Head of the Institution (Employees of Government Departments, HEIs, Corporations, etc)
	<p>I recommend the above application and agree/not agree to release the applicant in case he/she is selected for the post applied.</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 20%;"> <p>.....</p> <p>Date</p> </div> <div style="width: 40%;"> <p>.....</p> <p>Name</p> </div> <div style="width: 40%;"> <p>.....</p> <p>Signature of the Head of Institution</p> </div> </div> <div style="text-align: right;"> <p>.....</p> <p>Official Stamp</p> </div>