



UNIVERSITY OF RUHUNA
FORM OF APPLICATION FOR REGISTRAR

1. **Category under which the application should be considered as per the Scheme of Recruitment:**
(Please tick (X) the relevant cage)

1	2	3	4	5	6	7
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2. (a). Rev./ Dr./ Mr./ Mrs./ Ms./Prof:

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- (b). Name with initials :

- (c). Name denoted by initials :

3. **National Identity Card No.:**

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4. **Civil Status**

: Single

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Married

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Other

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5. (a). **Address for Correspondence**

(Any change should be communicated immediately)

Permanent Address

- (b). **Telephone Numbers : 1. Residential**

2.

Mobile

- (c). **E-mail Address**

:

6. (a). Date of Birth :

(Please attach a copy of the birth certificate):

Date	Month	Year

(b). Citizenship of Sri Lanka :
(by registration or by descent)

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7. Have you ever been convicted for :
a civil or criminal case previously

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If 'Yes 'state further information :

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8. Academic Qualification:

(Attach copies of certificates with academic transcripts)

Degree	Class	GPA	University	Effective Date			SLQF Level
				Date	Month	Year	
1.							
2.							
3.							
4.							

9. Postgraduate Qualifications:

(Attach copies of certificates with academic transcripts)

Postgraduate Degree/ Diploma	University	Effective Date			SLQF Level	Duration
		Date	Month	Year		
1.						
2.						
3.						
4.						
5.						

**10. Professional Qualifications, Memberships & Fellowships, etc.
(Attach a copy of certificates)**

Institution	Qualification Obtained	Effective Date			Duration
		Date	Month	Year	
1.					
2.					
3.					
4.					
5.					

**11. Training in the field of Management & Administration/ Financial and IT Qualifications
(Attach a copy of certificates)**

Field	Institution	Name of the Training Programme/ Workshop	Date of Commencement			Duration		
			Date	Month	Year	Days	Weeks	Months
Management & Administration								
IT Qualifications								
Financial Qualifications								

12. Any other Academic Distinction, Scholarships, Medals, Prizes, etc, (Indicate the Institution from which such awards have been obtained) (Attach a copy of certificates)

Academic Distinction, Scholarships, Medals, Prizes	Institution	Year
1.		
2.		
3.		

13. Research & Publications and other creative works, if any: (If space is insufficient, please use a separate sheet)

14. Highest Examination passed in:

1. Sinhala -
2. Tamil -
3. English -

15. (a). Present Employment:

i.	Designation:		
ii.	Date of appointment:		
iii.	Whether confirmed or not:		
iv.	Place of work (address):		
v.	Salary Scale of the post:		
vi.	Present Salary:	Basic Salary:	
		Allowances:	

- (b). Previous Employment Records:
(Attach copies of service certificates)

(The appointment letters will not be considered for service experiences)

- (i). If university service:

Post	Place of Work (Department)	Period of Service						Duration
		From			To			
		Date	Mont h	Year	Date	Mont h	Year	
1.								
2.								
3.								
4.								
5.								

(ii). Other than university service:

Post	Place of Work (Department)	Period of Service						Duration
		From			To			
		Date	Mont h	Year	Date	Mont h	Year	
1.								
2.								
3.								
4.								
5.								

(c). Total experience gained as at the closing date of the application relevant to the post applied:

Years	Months	Days

16. (a). If you have obtained no-pay leave during service, state reasons and the period of such leave:

Reason/s	From	To
1.		
2.		

(b). Particulars of Bond Obligation to Government and Higher Educational Institutions/Institutes if any:

Name of the Institution	Obligatory Period	Amount due in Rupees

(c). **Commendations/ Punishments, during your career in any other organization that you serve previously:**

Commendations	Punishments

(d). **Have you ever been served with a Vacation of Post (VoP) notice by any other organization? If so, please provide details.**

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17. Extra-curricular Activities

Sports	Event	Achievement	Level
Certificates other than Educational & Professional	Subject	Level	

Societies/ Other Significant Positions held in organization in addition to what is mentioned previously	Position	Society
Other Achievements (Nationally & Internationall y)		

18. Names of two non-related referees.

Name	Designation	Address	Contact No. & e-mail address
1.			
2.			

19. 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 the appointment.

Date:

.....
Signature of the Applicant

Recommendation of the Head of the Department/ Division

Forwarded. He/ She could be released/ could not be released from the service of this Department/ Branch/ Unit if selected for an appointment.

Date:

.....
Signature of the Head of the Department/ Division

In the case of university service.

I certify that the particulars given in columns 01 to 16 of this application are correct according to the applicant's personal file maintain by the Establishments Division.

Subject Clerk:

Date:

.....
**Signature of the Deputy/
Senior/ Assistant Registrar
(Establishment Division)**

Recommendation of the Registrar/ Bursar:

Recommended/ Not-Recommended

Date:

.....
**Signature of the Registrar/
Bursar**

For other Services

I certify that the particulars given in columns 01 to 16 of this application are correct according to the applicant's personal file maintain by the Establishments Division.

Date:

.....
**Head of Department of
Establishment Division**

Recommendation of the Head of the Institutions.

Recommended / Not-Recommended. He/ She could be released/ could not be released from the UGC/ University/ Institute if selected for the appointment.

Date:

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**Signature of the Head of the
Institute**