

4. (a). **Date of Birth** :

Year	Month	Date

(Please attach a copy of the birth certificate):

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

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

If 'Yes' state further information :

6. **Academic Qualification :**
(Attach copies of certificates with transcripts)

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

7. **Postgraduate Qualifications :**
(Attach copies of certificates with transcripts)

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

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

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

9. Training in fields of General Administration and IT Qualifications :

(Attach a copy of certificates) Institution	Name of the Training Programme/ Workshop	Date of Commencement			Duration		
		Year	Month	Date	Days	Weeks	Months
2.							
3.							
4.							
5.							
6.							

10. 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.		

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

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12. Highest Examination passed in :

1. -
2. -
3. -

13. (a). Present Employment :

i.	Designation :		
ii.	Date of appointment :		
iii.	Whether confirmed :		
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)

Post	Place of Work (Department/Insti tution)	Period of Service						Duration
		From			To			
		Year	Month	Date	Year	Month	Date	
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

14. (a). If you have obtained no-pay leave during this period, 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 :

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(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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15. 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 & Internationally)			

16. Provide a portfolio that highlights your professional contribution, social engagement, and teamwork

Attached

17. Names of two other non-related referees, address and Contact Nos?

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

18. 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

Note – In the case of an employee attached to the Faculties, Libraries & Financial Branches should complete.

Recommendation of the Dean/ Librarian/ Bursar:

Recommended/ Not-Recommended

Date:

.....
Signature of the Dean/ Librarian/ Bursar

(Should be filled by the Establishment Division)

I certify that the particulars given in columns 01 to 15 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 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
Institution**