



**SOUTH EASTERN UNIVERSITY OF SRI LANKA**

**FORM OF APPLICATION FOR NON-ACADEMIC POST**

**POST APPLIED FOR**

**1. Personal Information**

1.1 Full Name

1.2 Name with Initial/s

(Whether Mr./Mrs./Miss)

1.3 Date of birth

1.4 Age

1.5 Sex

1.6 Civil Status

1.7 a) Address  
i. Postal

ii. Private

b) Mobile Number

c) WhatsApp Number

d) Email Address

1.8 Whether Citizen of Sri Lanka

Yes

No

1.9 National Identity Card No.

## 2. Educational Record

2.1

(Attach copies of the relevant document)

School attended	From	To	Last Class passed

2.2 G.C.E. (O/L) Exam Results

G.C.E. (A/L) Exam Results

(Attach copies of certificates)

Year	Subject	Grade

Year	Subject	Grade

2.3 University/ Post Graduate Education (Degree, Diplomas, Etc)

(Attach copies of certificates)

Degrees/Diplomas	Class	University	Date of Commencement	Effective Date	Duration

2.4 Professionals Qualification

(Attach copies of certificates)


2.5 Language Proficiency

Language	Highest Examination Passed

**3. Employment Record**

3.1 Present Employment

- i. Post :
- ii. Date of appointment to such post :
- iii. Whether confirmed in the present post :
- iv. Place of work with the Address :
- v. Salary Scale of the post :
- vi. Present Salary
  - a. Basic Salary:
  - b. Allowances :

3.2 Previous Employment

Post held	Institute	Period of Service		Last Monthly Salary received	Reason for Cessation of Employment
		From	To		

- (a) Commendations/Punishments, if any, during your career in the University / Educational Institution/ Institution.
- (b) Period of experience gained as at the closing date of Applications relevant to the post applied:

- (c) If you have obtained no-pay leave during this period, state reasons and the period of such leave:
  
- (d) Have you ever been served with a Vacation of Post notice by any other University / Government Institution? If so please provide details.

**4. Extra Curricular Activities**

**5. Other relevant Particulars/ Computer awareness**

**6. Paste the cash receipt properly here**

(Paste the receipt here securely)  
(It would be advisable to keep a photocopy of the receipt with the candidate)

I do hereby certify that the above particulars submitted by me are true and accurate. I am aware that if any of the particulars are found to be false or inaccurate, I am liable for disqualification or dismissal without any compensation if the inaccuracy is detected after appointment.

Date:.....

.....  
Signature of Applicant

**Note : -**

- i. Submit your application according to the requirements and guidelines indicated in the Website [www.seu.ac.lk](http://www.seu.ac.lk) relevant to the advertised post.
- ii. All applicants should possess the required qualifications & experience by the closing date of the application. No qualification fulfilled after the closing date will be considered.
- iii. Applications not submitted according to this format and submitted without copies of required supportive documents will be rejected.
- iv. Incomplete application will be rejected.

---

This section is applicable only for applicants from Public Departments or Local Government Service or any local authority only (Based on Section 18.7.4 of the Chapter III of the Establishments Code of UGC and HEIs)

Any application falling under the above categories and not submitted through the proper channel will be rejected.

Registrar  
South Eastern University of Sri Lanka  
P.O. Box No. 01  
University Park, Oluvil

Application for the Post of .....

Submitted by .....

Is herewith forwarded . If he/she is selected for the said post he/she can be/cannot be released.

.....  
Signature of Head of the Department / Institution \*

Name .....

Date .....

Official Stamp

\*As defined by the Chapter I of Volume I of the Establishments Code of the Democratic Socialist Republic of Sri Lanka