



**UNIVERSITY OF JAFFNA, SRI LANKA  
FORM OF APPLICATION**

<b>POST :</b> <b>DEPARTMENT / DISCIPLINE :</b> <i>(Indicate the name of the post and the Department/Discipline as given in the advertisement)</i>						
<b>1. Name in Full :</b> <i>*(See note below)</i>						
<b>2. Whether Rev./ Prof./ Dr./ Mr./ Mrs./ Miss.</b>						
<b>3. (a) Postal address :</b> <i>(Any changes should be communicated immediately)</i>  <b>(b) Contact Telephone No :</b> <b>Fax :</b> <b>e-mail address :</b>						
<b>4. (a) Date of Birth:</b> <b>(b)Age at the closing date of Application:</b>						
<b>5. National Identity Card No:</b>						
<b>6. Civil Status :</b> Single / Married						
<b>7. Gender :</b> Male/ Female						
<b>8. State whether citizen of Sri Lanka</b> <b>State whether by Descent or Registration)</b> <b>If by registration, give reference No &amp; date of</b> <b>certificate of citizenship:</b>						
<b>9. Education -Schools attached:</b>						
<b>From</b> <span style="float: right;"><b>To</b></span>						
1.						
2.						
3.						
<b>10. Qualifications -</b> <b><i>(All qualifications to be considered should be indicated in the application)</i></b> <b><i>(Copies of Educational, Professional and All other Relevant Certificates/Transcripts should be attached)</i></b>						
<b>10.(a) University Education</b>						
University and Registration No.	Degree/ Diploma etc.	**Subject/s offered	Duration with dates	Class	GPA	Effective date
1.						
2.						

*\* If you were registered as a student in University under any other name please indicate such name within brackets.*

*\*\* If the degree is a special degree, please indicate only the subject in which specialized.*

<b>10.(b) Postgraduate Education</b>						
<b>Postgraduate Degree/ Diploma etc. and University &amp; Registration No.</b>	<b>Field of Study</b>	<b>Whether Full time or Part time</b>	<b>Whether by Course work / Course with Research component / By Research</b>	<b>Class/ Grade/ GPA</b>	<b>Durations with dates and No. of Academic years</b>	<b>Effective date</b>
1.						
2.						
3.						
<b>10.(c) Professional /Special Qualifications</b>						
<b>Institution</b>	<b>Qualifications obtained</b>	<b>Duration with dates</b>		<b>Effective date</b>		
1.						
2.						
3.						
<b>11. Any other Academic Distinctions, Scholarships, Medals, Prizes etc.</b> <i>(Indicate the Institution from which such awards have been obtained)</i>						
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10.						
<b>12. Research &amp; Publications if any:</b> The name of the Journal in which the Publications has been made and the date of the Journal should be mentioned. <b><i>(Please use annexed sheet)</i></b>						
<b>13. Higher Examination passed in Tamil / Sinhala.</b>						

**14. (The service certificates should be attached in order to prove the service experience. The appointment letters will not be considered for service experience.)**

**a) Present Occupation**

- i. Designation :
- ii. Date of Appointment to such post :
- iii. Place of work with address :
- iv. Whether confirmed in the post :
- v. Nature of Appointment: Permanent / Contract / Temporary / Casual / .....
- vi. Salary scale :
  - a. Basic Salary :
  - b. Allowance :

**(b) Previous appointments if any, with dates**

Post	Department/Institution	From	To
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

(c) If you are retired from Government Service, give date of retirement, the last salary drawn and the pension.

(d) If your services in a Government Department, Higher Education or a Corporation were terminated, give reasons.

**15. Extra-Curricular activities and any further relevant particulars (University, National & International level)  
(Please use annexed sheet)**

**16.** Name of two non related referees with address & contact no.

**Please Note that:-**

Submitting of two non-related referees reports are compulsory. You can send referees reports either along with the application under sealed envelop

**or**

Referees may requested to send referees reports directly addressed to the Vice-Chancellor of this University indicating "Name of the applicant, post applied & the Department" at the top left hand corner of the envelope.

**Name & Address**

**E-mail Address and Contact No.**

1. ....  
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2. ....  
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I hereby certify that the particulars submitted by me in this application are true and accurate. I am aware if any of the 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.

Date : .....

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**Signature of applicant**

**17.** If the applicant is an employee in a Government / Corporation or Statuary Board this section should be filled by such Head of the Department / Institution.

The applicant will / will not be released, if selected for appointment.

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Head of Institution

(Official Rubber Stamp)

Name : .....

Designation : .....

Date : .....

*The paid Bank Slip for the deposit of a sum of Rs.100/- credited to the Peoples Bank in favour of University of Jaffna Collection Account No: 970000090000387 of Bursar, University of Jaffna should be attached with the application form*





