

GENERAL SIR JOHN KOTELAWALA DEFENCE UNIVERSITY
APPLICATION FOR THE POSTS OF ADMINISTRATIVE STAFF

For Office Use only	
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NIC No	
Applied Post (Please put “√” mark on relevant box) (Tick only one box)	<input type="checkbox"/> Assistant Registrar <input type="checkbox"/> Assistant Bursar <input type="checkbox"/> Assistant Registrar (On Contract) - Ratmalana Premises <input type="checkbox"/> Assistant Registrar (On Contract) - Metropolitan Campus

01. Full Name (In block letters)	
Name with initials	Dr/Mr/Ms
02. a. Permanent Address	
b. Tel No	Residence
	Mobile

c. E-Mail	
d. Fax	
e. Skype ID	

03. Date of Birth

Year	Month	Date

04. Age (as at closing date)

Years	Months	Days

05. Civil Status

Married	Single

06. Sex

Male	Female

07. Sri Lankan Citizenship

By Descent	By Registration

08. School/s Attended

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09. Highest Examination Passed in

Sinhala	
Tamil	
English	

10. University Education (Basic Degree)

Basic Degree	Effective Date			Awarded Institute	Medium	Special or General Degree	Subjects Followed	Class (Pl. indicate clearly)	Annexure No. (Copy of the Certificate)
	DD	MM	YY						

11. Postgraduate Qualifications

(if space is insufficient please use a separate sheet)

Degree/Diploma Course (by research or by Examination)	Effective Date			Institute Awarded	Full time or part time	Duration						Credits			Annexure No. (Copy of the Certificate)		
						From			To			Yrs	Mts	Course work		Research / Thesis	Total
	DD	MM	YY			DD	MM	YY	DD	MM	YY						

12. Professional Qualifications

(PGIM Board certification, Chartered Qualifications, Attorney at Law, etc.)

(if space is insufficient please use a separate sheet)

Educational and professional qualifications														
Sr. No.	Qualification	Effective Date			Institute Awarded	Duration							Annexure No. (Copy of the Certificate)	
		DD	MM	YY		From			To			Yrs		Mts
						DD	MM	YY	DD	MM	YY			

13. a. Present Occupation: (if space is insufficient, please use a separate sheet)

Place of Work	Designation/Post	Nature of work assigned	Salary drawn per month	Period of service							Yrs	Mts	Annexure No. (Copy of the Service Letter)
				From			To						
				DD	MM	YY	DD	MM	YY				

b. Previous Occupations: (if space is insufficient, please use a separate sheet)

Sr. No.	Place of Work	Designation/Post	Period of Service						Annexure No. (Copy of Service Letter)		
			From			To				Yrs	mts
			DD	MM	YY	DD	MM	YY			

14. Details of Awards/Scholarships etc.

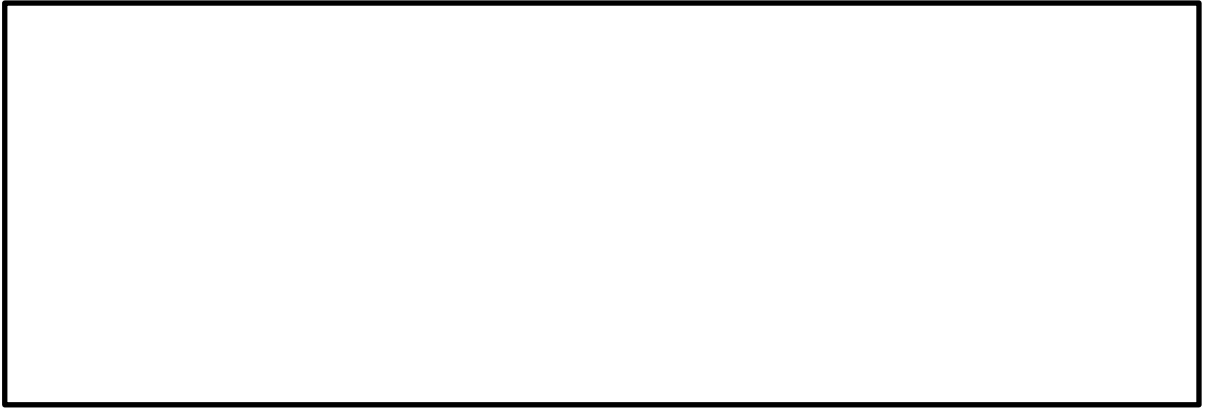
University/ Institution	Scholarships/ Awards/ Prizes/ Academic Distinctions	Year	Annexure No. (Copy of the Certificate)

15. Have you entered in to a Bond/ Agreement with any of your previous employer/s for Training/Study Programme:

- i. Institute/s :
- ii. Nature of Training/ Study Programme :
- iii. Obligatory Period :
- iv. Date of Commencement:
of obligatory period
- v. Date of Expiry of :
obligatory period
- vi. Monetary Value of :
the Bond

16. Research & Publications, if any:
(if space is insufficient, please use a separate sheet)

17. Extra-Curricular Activities
(if space is insufficient, please use a separate sheet)

A large, empty rectangular box with a black border, intended for the applicant to describe their extra-curricular activities.

18. Special details of administrative experience (for Administrative Category)
(if space is insufficient, please use a separate sheet)

A large, empty rectangular box with a black border, intended for the applicant to provide special details of their administrative experience.

19. Any other relevant facts

A large, empty rectangular box with a black border, intended for the applicant to provide any other relevant facts.

20. Names, occupations and addresses of two non related referees

Name	Address	Occupation	Contact No

21. Certification by Applicant

I hereby certify that the particulars submitted by me in this application form 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 appointment.

Further, I have enclosed copies of the following documents. (Please insert “√” mark)

Description of Document	Attached	Annexure No
1. Birth Certificate		
2. NIC/Passport		
3. Basic Degree Qualifications		
a. Basic Degree Certificate		
b. Transcript/ Detailed results sheet		
4. Postgraduate Qualifications		
a. Postgraduate Degree certificate		
b. Transcript/ Detailed results sheet		
5. Authentication letter from UGC (for foreign Degrees)		
6. Professional Qualifications		
a. Certificates/ Letters		
b. Special Training		
7. Service Certificates		

Date :

.....
Signature of Applicant

22. To be completed by the present employer (If any)

[Mandatory for Employees of the University System/HEI/Government Departments/Corporations and Statutory Board etc.]

I recommend the above application and agree/not agree to release the applicant in case he/she is selected for the post applied.

Any Special Comments :

.....
Signature of the Head of Institution

Name :

Designation :

Date.....

Official Stamp

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Date Received		
Eligibility	Yes	No
Category		
Comments of the Establishment Division (If No, Reasons)		
Signature		