



SOUTH EASTERN UNIVERSITY OF SRI LANKA

FORM OF APPLICATION

Application for the post of:

1. Name in Full: (underline the Surname)

Rev./ Dr./ Mr./ Mrs./ Ms.:

Name with initials:

2. a) Address for Correspondence
(Any change should be communicated immediately)

Permanent Address

.....

b) Contact Numbers

Mobile No. Residence: Office:

c) E-mail Address:

3. a) Sex: Male

Female

b) Civil Status Single

Married

c) Date of birth (Please attach a copy of the birth certificate):

Age at the Closing date

| Year | Month | Date |
|------|-------|------|
| | | |

| Years | Months | days |
|-------|--------|------|
| | | |

d) National Identity Card No.:

.....

e) Citizenship (If by registration indicate Registration No. / Details of Dual Citizenship):

By Descent By Registration Dual Citizenship

4. School Education

| Name of School(s) attended | From | To |
|----------------------------|------|----|
| | | |
| | | |
| | | |

5. University Education: First Degree

(Duration and effective date should be given. Please, attach copies of all relevant certificates with transcripts).

| Name of the University | From | To | Title of the Degree | Class & Grade of Final Examination |
|------------------------|------|----|---------------------|------------------------------------|
| 1. | | | | |
| 2. | | | | |

Effective date of the Degree/s: 1. 2.

6. Postgraduate Qualifications:

(State whether by course work or research, duration and effective date. Please, attach copies of all relevant certificates with transcripts)

| Name of the degree and name of the University/ Institute | From | To | Effective date |
|--|------|----|----------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |

7. Other Diplomas, Memberships, Fellowships, etc. (attach a copy of certificates). (If space is insufficient, please use a separate sheet).

| Name of the University/ Institute/ Body | Title of the Course | Duration and Credits | Year |
|---|---------------------|----------------------|------|
| | | | |
| | | | |
| | | | |

8. Professional Qualifications (attach a copy of certificates). (If space is insufficient, please use a separate sheet).

| Name of the University/ Institute | From | To | Examination passed or Degree obtained etc. |
|-----------------------------------|------|----|--|
| | | | |
| | | | |
| | | | |

9. Language skills (indicate the level of your proficiency in the appropriate cage using one of the following letters A, B, C and D as per given below):

| Language | Reading | Writing | Conversation |
|------------------|---------|---------|--------------|
| Sinhala | | | |
| Tamil | | | |
| English | | | |
| Others (Specify) | | | |

A- Fully Competent B – Moderately Competent C – Can Manage with difficulty D – Not Competent

10. Details of research and publications, if any. (If space is insufficient, please use a separate sheet).

| No. | Title of the Article | Author(s) | Source and date of the publication |
|------|----------------------|-----------|------------------------------------|
| i. | | | |
| ii. | | | |
| iii. | | | |

11. Please indicate the applicable category by checking the relevant box when applying (please tick the relevant cage)

| | | | | | | | | | | | | | |
|-----------|---|--|---|--|---|--|---|--|---|--|---|--|---|
| Registrar | a | | b | | c | | d | | e | | f | | |
| Bursar | 1 | | 2 | | 3 | | 4 | | 5 | | 6 | | 7 |

12. (a) Present Occupation:

| | | | |
|------|---|--------------|--|
| i. | Post / Designation | | |
| ii. | Date of appointment to such post | | |
| iii. | Whether confirmed in the present post (Please attach evidence from the employer) | | |
| iv. | Place of work with address | | |
| v. | Salary scale of the post | | |
| vi. | Present Salary | Basic Salary | |
| | | Allowances | |

(b) Previous Employment Records:

| Post held | University/ Institute | Period of Service | | Last monthly Salary received | Reason for cessation of Employment |
|-----------|--------------------------|-------------------|----|------------------------------------|--|
| | | From | To | | |
| | | | | | |
| | | | | | |
| | | | | | |
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| | | | | | |
| | | | | | |

(c) Commendations/ Punishments, if any, during your career in the University/ Educational Institutions/ Institutes.

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

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13. Any further relevant particulars (not included above)

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.....

14. Two (02) non-related referees

| Name | Designation | Address & Contact details with the e-mail address |
|------|-------------|---|
| 1. | | |
| 2. | | |

Important Notices: -

- i. Submit your application according to the requirements and guidelines indicated in the advertisement mentioned on the website www.seu.ac.lk relevant to the advertised post.
- ii. All applicants should possess the required qualifications and experience by the closing date of the application. No qualification fulfilled after the closing date will be considered.
- iii. The applicant should place his signature on all pages at the bottom of the application.
- iv. Applications will be rejected on the ground of the following reasons:
 - a. Applications which have not been submitted as per this form and applications which have not been attached with copies of the required documents.
 - b. Late applications, incomplete applications and applications which do not satisfy all the requirements set out in the advertisement.
 - c. Any application which is not submitted through the proper channel.

15. I hereby certify that the particulars submitted by me in this application are true and accurate. I am aware that if any of the particulars are found to be false or inaccurate, I am liable to be disqualified before selection and/or 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 13 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:

.....
Signature of the Head of
the Institution

* Delete whichever is inapplicable