



OCEAN UNIVERSITY OF SRI LANKA

Application for the Post of Senior Lecturer /Lecturer(Unconfirmed)/Lecturer(Probationary)

Post applied for:

Department

Discipline/Subject:

01. Name with initials (Rev./Dr./Mr./Mrs./Miss).....

02. Name denoted by the initials:

.....

03. Permanent Address:

04. Address for Correspondence:

.....

05. NIC Number:..... 06. Nationality:.....

07. State whether a citizen of Sri Lanka by Descent: Yes/No

If by Registration, give Reg. No.

08. Gender:..... 09. Civil Status:.....

10. Date of Birth:..... 11. Age:.....

12. Contact Telephone No:

Office:..... Home:.....

Mobile:..... Fax:..... E-mail:.....

13. University Education (give all details in respect of the first degree, diploma postgraduate degree etc. Please annex copies of the detailed certificates):

University	Study Period from	Title of Degree/Diploma	Principal Subject	Class Obtained	Year	Annex No

14. Details of Professional Qualifications (Please annex copies of certificates):

Name and address of the Professional body	Field of professional study /training	Title of the Professional qualification	Study period (from-to)	Year of award	Annex No.

15. Professional Membership

- 1.....
- 2.....
- 3.....

15. Industrial Projects/Consultancies (if any)

Project name/Description	Duration	Area/Institute

16. Details of employment: Start from the current or most recent one (Please annex the copies of service certificates)

Period	Organization	Position	Nature of Duties	Reason for leaving	Annex No.

17. Details of academic distinctions such as Scholarships Prizes, Gold Medals etc., received during the career /professional training:

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18. Details of research and publications (If the space provided is insufficient attach a separate sheet):

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19. In your choice of disciplines indicate the areas that you can undertake teaching at the Undergraduate level:

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20. 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			

A- Fully Competent

B- Moderately Competent

C- Can Manage with Difficulty

D- Not Competent

21. Secondary Education:

Period	School	Examination Passed

22. Extra- Curricular activities: Give details

School Level

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University Level

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National Level

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23. Any other information that you consider as supportive of your application:

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24. Names positions and Addresses of two non-related referees:

I.....	II.....
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25. Declaration by the applicant:

I certify that the information furnished in this application is true and correct to the best of my knowledge. I am aware that if any information contained in this application is found to be incorrect after my being selected, my appointment is liable to be canceled without any compensation.

.....
Date	Signature

26. Observations of the present employer:

(Those in employment should forward their application through their present employer)

I recommend/do not recommend this application. The applicant will be released from his present employment, if **he/ she** is selected for this appointment *(Delete the inapplicable words)*

.....
Date	Signature of the Head of the Institution <i>(Office stamp to be affixed)</i>

OCEAN UNIVERSITY OF SRI LANKA

Audit Assistant Application

1. Personal Information

1.1 Full Name

1.2 Name with Initial/s
(Whether Mr./Mrs./Miss.)

1.3 Address

i. Permanent

ii. Private

1.4 Telephone Number (i) Land (ii) Mobile

1.5 Email Address (if, any).....

1.6 Date of birth Age

1.6 Sex 1.7 Civil Status

1.7 National Identity Card No.....

2. Educational Record

Educational Qualification (University Education – Degrees, Diploma, etc.) Professional Qualification (Computer, English Language.....etc.) (Attach copies of relevant documents)

Course Detail (Name of Institute, Name of Course)	From	To	Course followed (with subjects)	Date of final Examination (Give class or grade)

3. Working Experience

3.1. Present occupation:.....

3.2. Salary Code & Grade:

3.3. Date of appointment:.....

3.4 Institution:

.....

I do hereby certify that all particulars stated 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 prior to my selection my application will be rejected and that if particulars are found to be false or inaccurate after my selection. I will be dismissed from service without compensation.

..... Signature of applicant

Date :

Project Coordinator (Contract Basis)

Qualifications

Should possess a Bachelor's Degree in the field of Accounting/Business administration/Business Management/Commerce which is recognized by the University Grants Commission of Sri Lanka.

and

Should possess a Master's Degree in the field of Biological/ Physical science

and

More than 05 years of managerial-level experience in a relevant field

with

Fluent in English (writing and Speaking)

Computer literacy (Word, Excel, PowerPoint internet skills and internet usage)

Teamwork

Experience in working with foreign agencies and delegates

Additional education in Science background would be an added advantage

Age: Age should be not less than 30 years and not more than 55 years

Driving License: Should have a valid Driving License

Terms and Reference (TOR) for Project Co-Ordinator.

- Act as a financial focal point ensuring the handling of all procurement procedures, maintaining project accounts, and ensuring the project funds are used for the proper purposes, proper activities, and with efficiency and transparency under the university's direction.
- Initiate procurement actions in time as per the work plan
- Preparing schedules for the project tasks specified in the yearly work plans to ensure the timely completion of each task.
- Coordination with the donor agency, inter agencies, other stakeholders, and Korean delegates with the direction of the Vice Chancellor, Project Director, and Head of the Department in Coastal and Marine Resources Management.
- Organizing the educational programs through the marine education center/hub in the university with the government and international schools in the country.
- Obtaining and maintaining project reports and minutes of the meetings.
- Assist local and international travel for the project staff as required.
- Undertakes any other task as requested by the Vice-chancellor of the University to achieve the project objectives.

Salary -Negotiable

Location- Colombo, Head Office

OCEAN UNIVERSITY OF SRI LANKA

APPLICATION FOR THE POST OF PROJECT COORDINATOR

1. Personal Information

1.1 Full Name

1.2 Name with Initial/s
(Whether Mr./Mrs./Miss.)

1.3 a) Address

i. Permanent

ii. Private

b. Telephone Number (i) Land (ii) Mobile

c. Fax Number (if, any)

d. Email Address (if, any).....

1.4 Date of birth 1.5 Age

1.6 Sex 1.7 Civil Status

1.8 National Identity Card No.....

2. Educational Record

Educational Qualification (University Education – Degrees, Diploma, etc.) Professional Qualification (Computer, Finance.....etc.) (Attach copies of relevant documents)

Course Detail (Name of Institute, Name of Course)	From	To	Course followed (with subjects)	Date of final Examination (Give class or grade)

3. Working Experience

3.1.

a) Present occupation:

i) Designation:

ii) Date of appointment:.....

iii) Department / Institution and its address:.....

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iv) Nature of Appointment: Permanent / Contract / Temporary / Casual /

v) Salary scale: vi)

Present salary:

a) Basic:

b) Allowance:

b) All previous appointments including those under training, if any, with dates:

Institution/Department	Post	From	To	Salary Scale	Job Description/ Designation

3.2. Where a period of experience is a requirement for the post applied, state the period of such experience. (Attach copies of experience letters)

- i).....
- ii).....
- iii).....
- iv).....
- v).....

3.3 If your service in a government Department or a Corporation were terminated, give reasons.

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4.Extra-Curricular Activities

5. Other relevant Particulars

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

Language	Reading	Writing	Conversation
Sinhala			
English			

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

07. Name and address of two Non-related referees

1. Name:.....
TP No:.....
2. Name:.....

TP No:

I do hereby certify that all particulars stated 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 prior to my selection my application will be rejected and that if particulars are found to be false or inaccurate after my selection. I will be dismissed from service without compensation.

Date :

.....

Signature of applicant

If the applicant is an employee in a Government / Corporation / 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

Name :.....

Designation :.....

Date :.....