

UNIVERSITY GRANTS COMMISSION

FORM OF APPLICATION FOR THE INTERNAL CANDIDATES

POST:

(Indicate the name of the post as given in the advertisement)

01. (a) Name with initials :

(b) Names denoted by Initials :

02. Whether Mr./Mrs./Miss :

03. (a) Postal Address :
(Any change should be communicated immediately)

(b) Contact Telephone No. : Fixed: Mobile:

(c) E-mail address :

04. National Identity Card No. :

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05. (a) Date of Birth :

(b) Age as at the closing date of applications :
(i.e. April 20, 2023)

06. Gender :

07. Civil Status :

08. Whether Citizen of Sri Lanka :
(State whether by decent or by registration) if by registration, give reference number & date of certificate of citizenship

09. (a) Whether you have been convicted for a civil or criminal case previously:

(b) If 'Yes' state further information on the same:

10. Education - Schools Attended :**From****To**

- (1)
- (2)
- (3)
- (4)
- (5)

11. Qualifications (obtained as at closing date of the applications i.e. April 20, 2023)

(All qualifications to be considered should be indicated in the application and the certified copies of certificates/ documents in proof of class/pass of the degree, effective date, duration and detailed information etc. should be attached to the application)

Degrees/ Diplomas/ Other	Class/ Pass	University/ HEI/ Institute	Date of Commencement	Effective Date	Duration/ Prescribed period of Study
<u>Bachelor's Degree</u>					
<u>Postgraduate Degree</u>					
<u>Postgraduate Diploma</u>					

Degrees/ Diplomas/ Other	Class/ Pass	University/ HEI/ Institute	Date of Commencement	Effective Date	Duration/ Prescribed period of Study
<u>Professional Qualifications</u>					
<u>Diploma Level Courses</u>					
<u>Certificate Level Courses</u>					

12. **Relevant Training (Short Term) (obtained as at closing date of the applications i.e. April 20, 2023) (All information to be considered should be indicated in the application and the certified copies of certificates should be attached to the application)**

Name of the Programme	Institute	From	To	Duration (Months/ Weeks/ Days)
<u>Months</u>				
<u>Weeks</u>				
<u>Days</u>				

13. **IT related (obtained as at closing date of the applications i.e. i.e. April 20, 2023) (All information to be considered should be indicated in the application and the certified copies of certificates/ documents in proof of result, effective date, duration etc. should be attached to the application)**

Name of the Programme	Institute	From	To	Effective Date	Duration (Months/ Weeks/ Days)
<u>Diploma Level</u>					
<u>Certificate Level</u>					
<u>Other</u>					

14. Extra- Curricular Activities (obtained as at closing date of the applications i.e. April 20, 2023) (All information to be considered should be indicated in the application and the certified copies of certificates should be attached to the application):

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Note: The activities/ duties assigned as a part of the job will not be considered as Extra- Curricular activities.

15. Any other academic distinctions :

**Scholarships, medals, prizes etc.
(indicate the Institution from which such awards have been obtained)**

**16. Research & Publications if any :
(If space is insufficient, please use separate sheet of same size)**

**17. Highest examination passed in :
Sinhala/Tamil**

18. (a) Present Occupation :

1. Post :.....

2. Date of appointment to such post :.....

3. Whether confirmed in the present post :.....

4. Place of work (HEI) :.....

Department/ Division :.....

5. Present Salary a. Basic Salary:.....

b. Allowances:.....

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

(i) **In the University System prior to 18 (a) above [Internal]**

(All information to be considered should be indicated in the application and the certified copies of certificates should be attached to the application):

Department/Institution	Post	Salary Scale	From	To
1.				
2.				

(ii) **Other [External] if any**

Department/Institution	Post	Salary Scale	From	To
1.				
2.				
3.				

19.

(a) **Period of experience gained as at the closing date of Applications (i.e. April 20, 2023) in the posts of Assistant Secretary/ Assistant Registrar and Assistant Accountant/ Assistant Bursar/ Assistant Internal Auditor as applicable :**

(b) **If you have obtained no-pay leave during this period, state reasons and the period of such leave**

Contd/...7

I do hereby certify that particulars submitted by me in this application 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.

Date:

.....
Signature of Applicant

Secretary
University Grants Commission

Application is forwarded. I certify that the particulars given in columns 01 to 19 of this application are correct according to the candidate's personal file.

Checked by -

Signature :

.....
Signature & Rubber Stamp of
the Head of the Establishment
Division / Personnel Division

Name :

Designation :

Date :

Date :

Remarks if any :

.....
Vice-Chancellor/ Rector/ Director
Secretary/ Registrar

Date:

Institution: