SOUTH EASTERN UNIVERSITY OF SRI LANKA

FORM OF APPLICATION

Application for the Post of Registrar

1. Category Applied for in terms of the Scheme of Recruitment:
((Please tick (✓) the relevant cage *)*

a		**b**		**c**		**d**		**e**		**f**	

2. Name in Full: (*underline the Surname*)

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

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Name with initials: .....

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3. a) Address for Correspondence **Permanent Address**
(Any change should be communicated immediately)

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b) Contact Numbers

Mobile No. ..... Residence: ..... Office: .....

c) E-mail Address: .....

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4. 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 ☐

5. School Education

Name of School(s) attended	From	To

6. 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. .....

7. 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.			

8. 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

9. 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.

10. Training in fields of Management & Administration and IT Qualifications
[Training / Workshops Certificates in Management / Admin / IT]

Name of the Programme	Institute	From	To	Duration

11. 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

12. 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.			

13. (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		

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

Reason/s	From	To

14. Any further relevant particulars (not included above)

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15. 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.

16. 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