***Ref:……………………………………..***

**UNIVERSITY OF JAFFNA, SRI LANKA**

**APPLICATION FOR THE POST OF ASSISTANT REGISTRAR [LEGAL & DOCUMENTATION]**

**1. Personal Information**

* 1. Full Name

1.2 Name with Initial/s

(Whether Mr./Mrs./Miss.)

1.3 a) Address

1. Permanent

1. 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 Records:**

* 1. **Undergraduate/ Postgraduate Qualifications**

(Certified copies of the certificates should be attached)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of the Course  Bachelor/Postgraduate  Degree/Diploma | University | Class with GPA | Date of Commencement | Effective date | Duration:  Prescribed period of Registration |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**2.2 Professional Qualification**

1. Professional Qualification (Law, Computer, Finance…..etc) (Certified copies of the certificates should be

attached)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Institution | Qualifications:  Field of specialization | Date of Commencement | Effective date | Duration:  Prescribed period of Registration |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**3**. **Working Experience**

3.1. (Please give experience gained in Court work/ Legal work & drafting legal documentation in a State/ Corporation or

Reputed Private Sector Organization etc, if you have)

Present occupation

* + 1. Designation :
    2. Date of appointment :
    3. Department / Institution and its address :
    4. Nature of Appointment : Permanent / Contract / Temporary / Casual /

Self Employed …………………………………….

* + 1. Present salary a) Basic :

b) Allowance:

vi) Present monthly earnings/income:

* 1. All previous appointment including those under training, if any, with dates :

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Institution/Department** | **Post/ Experience gained in Court work/ Legal work & drafting legal documentation in a state/Corporation or Reputed Private Sector Organization** | **From** | **To** | **Salary** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

* 1. Where a period of experience is a requirement for the post applied, state period of such experience? **(Attach copies of the Appointment Letters / Commendation Letters /Service Certificates)**
     1. …………………………………………………………………………………………………………………………………………………………………
     2. …………………………………………………………………………………………………………………………………………………………………
     3. …………………………………………………………………………………………………………………………………………………………………
     4. …………………………………………………………………………………………………………………………………………………………………
     5. …………………………………………………………………………………………………………………………………………………………………
  2. If your service in a government Department or a Corporation were terminated, give reasons.

…………………………………………………………………………………………………………………………………………………………………………………

…………………………………………………………………………………………………………………………………………………………………..……………

…………………………………………………………………………………………………………………………………………………………………..……………

1. **Extra Curricular Activities** (Certified copies of the certificates should be attached)

|  |
| --- |
| 4.1 |
| 4.2 |
| 4.3 |
| 4.4 |
| 4.5 |

1. **Other relevant Particulars** (Membership of ProfessionalBodies)(Certified copies of the certificates

should be attached)

|  |
| --- |
| 5.1 |
| 5.2 |
| 5.3 |
| 5.4 |
| 5.5 |

**6**. **Highest educational qualification obtained in Languages**: 1. English ………………

2. Tamil ………………

3.Singhala ……………..

**7. Name and address of two referees**:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Details of Referees** | **Referee 1** | **Referee 2** |
| **1** | Full Name: |  |  |
| **2** | Designation: |  |  |
| **3** | Department: |  |  |
| **4.1** | Contact No: Official- |  |  |
| **4.2** | Mobile- |  |  |
| **5** | E.Mail : |  |  |
| **6** | Address: |  |  |

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, 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

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.

…………………………………………

Head of Institution

Name :…………………………………………

Designation :…………………………………………

Date :…………………………………………

Affix the counterfoil of the bank deposit slip as the proof of the Application Fee

Fee Paid Rs:……………………………………………….

Paying Bank (Branch):……………………………………………

Paying Date:………………………………………………………….

**Please affix the bank counterfoil here**