



UNIVERSITY OF JAFFNA, SRI LANKA

Application Form for the Post of Project Secretary – (ON CONTRACT) AHEAD Project

1. Name with initials (Mr/Mrs/Ms)

.....
.....

2. Name denoted by initials

.....
.....

3. Permanent Address:

.....
.....
.....

4. Temporary Address:

.....
.....
.....

5. Telephone No: 1. Landline: 6. E-mail Address:
2. Mobile :

7. Date of Birth:

8. NIC No:

9. Gender:
.....

10. Civil Status:

11. Age as at closing date of application : Year: Month: Date:

12. Nationality:

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

14. Education Qualification:

a) G.C.E (O/L) : (Please attach the scanned copies of certificates)

	1 st Attempt		2 nd Attempt	
	Year:		Year:	
	Subjects passed:	Grade:	Subjects passed:	Grade:
01.				
02.				
03.				
04.				
05.				
06.				
07.				
08.				
09.				
10.				

b) G.C.E. (A/L): (Please attach the scanned copies of certificates)

	1 st Attempt		2 nd Attempt		3 rd Attempt	
	Year:		Year:		Year:	
	Subjects passed:	Grade:	Subjects passed:	Grade:	Subjects passed:	Grade:
01.						
02.						
03.						
04.						

c) University Education(Degrees, Diploma, etc):(Please attach the scanned copies of certificates)

University/ Higher Education Institute	Period	Course followed	Subjects	Class	Effective Date

15. Professional Qualifications : (Please attach the scanned copies of certificates)

Institute & Address	Professional experience & qualifications	Year

16. Highest Examination passed in Sinhala/English :

Sinhala:

English :

17. Where a period of experience is a requirement for the post applied, state periods of such experiences: (Please attach the scanned copies of certificates)

Institution/Department	Post	Duration

18. Competence in Typewriting/ Competence in Short – hand: (if only applicable)

Typewriting Medium: Speed (W.P.M):

Short – hand Medium: Speed (W.P.M):

19. Present Occupation : (If applicable)

- a. 01. Post :
- 02. Date of appointment to such post :
- 03. Whether confirmed in the present post :
- 04. Place of Work :
- 05. Salary Scale of the Post :
- 06. Present Salary: (a) Basic:
- (b) Allowances:

b. Previous appointments including those under training, if any, with dates:

Institution/Department	Post	Salary Scale	Period (From - To)

20. Any other Particulars (If not enough this row, Please annex an attachment herewith)

.....
.....
.....

21. **Declaration of Applicants:**

I certify that all particulars stated by me in this application are true and correct, I am aware that if any 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 any compensation.

.....

Date

.....

Signature of Applicant

NOTE: Applicants in the services of Government, Corporations or Statutory Boards should forward their applications through the head of the institution concerned.

22. Forwarded:

I certify that the particulars given in columns 01 to 21 of this application are correct according to the applicant's personal file. He/ She could be released/ could not be released from this institution if selected for appointment.

.....
Date

.....
Signature of Head of the Dept/Institution

Rubber Stamp