



UNIVERSITY OF JAFFNA

Ref:.....

APPLICATION FOR THE POST OF MANAGEMENT ASSISTANT (SHROFF), GRADE III

1. Personal Information

1.1 Full Name

.....

1.2 Name with Initial /s

(Whether Mr./Mrs./Miss.)

1.3 a) Address

i. Postal

.....

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

2.1

School attended	From	To	Last Class passed

2.2 - I G.C.E (O/L) Examinations (Attach copy of Certificates)

NO	Subjects	Year:
1	Sinhala Language/ Tamil Language	
2	English Language/ English Literature	
3	Mathematics	
4		
5		
6		
7		
8		
9		
10		

2.2 -II G.C.E (A/L) Examinations (**Attach copy of Certificates**)

No	Subjects	Year:
1	Accountancy	
2		
3		
4		

2.3

a) Any other Educational Qualification (University Education - Degrees, Diploma, Etc)

Professionals Qualification (Computer, Finance.....etc) (**Attach copy 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)

b) Higher examination passed in Tamil/ Sinhala / English

i) Tamil : ii) Sinhala : iii) English :

3. Working Experience (If any):

Present occupation (if applicable)

a)

i) Designation :

ii) Date of appointment :

iii) Department / Institution and its address :

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

v) Salary scale:

vi) Present salary a) Basic :

b) Allowance :

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

No	Institution/Department	Post	From - To	Salary Point	Job Description/ Designation
01					
02					
03					
04					
05					

c) If you are retired from *Government Service*, give date of retirement, the last salary drawn and the pension

.....

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

.....

e) Where a period of experience is a requirement for the post applied, state period of such experience? (**Attach copy of experience letters**)

i)

ii)

iii)

4. Extra Curricular Activities

No.	Activity
1.	
2.	
3.	
4.	
5.	

5. Other relevant Particulars

No.	Description
1.	
2.	
3.	
4.	

6. Name and address of two referees:

Name	Address
1.
2.

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 from 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.

.....
Head of Institution

Name :

Designation :

Date :