



SOUTH EASTERN UNIVERSITY OF SRI LANKA

FORM OF APPLICATION (FOR LIBRARY STAFF)

Application for the Post of:

1. Name in Full: (underline Surname)

(If registered as a student in a University under any other name, please indicate such name(s) within brackets supported by an affidavit)

Rev/Prof/Dr./Mr./Mrs./Ms./Miss

.....

Name with initials :

2. i. Sex:

Male

☐

Female

☐

ii.

Civil Status:

Single

☐

Married

☐

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

.....

.....

.....

b) Contact Phone Number

Mobile: **Residence:** **Office:**

c) E-mail Address :

4. Date of Birth (Please attach copy of Birth Certificate)

Age at Closing Date

Year	Month	Date

Years	Months	Days

5.

Citizenship: By Descent

☐

By Registration

☐

Dual Citizenship

☐

(If by registration indicate Registration No /Details of Dual Citizenship)

6.

National Identity Card No:

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7. School Education:

Name of School(s) Attended	From	To

8. University Education: First Degree (Duration and effective date should be given. Please attach copies of all relevant certificates with transcripts).

Name of the University	Duration		Course followed with Subjects (Special/ General/mode of study*)	Results (give class or grade with GPA & effective date)
	From	To		

*i.e: Full Time, Part Time, Distance Mode, Online Mode, Top up etc.

9. Postgraduate Qualifications: (State whether by course work or research, duration and effective date. Please attach copies of all relevant certificates with transcripts).

Institute & Mode of Study*	From	To	Year

*i.e: Full Time, Part Time, Distance Mode, Online Mode, Top up etc.

10. Other Diploma, Membership, Fellowships etc. (attach copy of certificate)

Institute	Diploma etc.	Durations and Credits	Year

11. Professional Qualifications: (attach copy of certificate)

Institute	From	To	Examination passed or Degree obtained etc.

12. Language Proficiency (Please tic ✓):

Language	Ability of General Communication				Ability to Teach / Work			
	Very good	Good	Fair	No Knowledge	Very good	Good	Fair	No Knowledge
Sinhala								
Tamil								
English								
Other								

13. Research Publications, if any. (if space is insufficient, please use a separate sheet)
(I) Books

No.	Name of the Book / Chapter of Book	Date of Publication & Name of Publisher	Author(s)	ISBN No:
i ii iii				

(II) Abstracts

No.	Title of Article	Author(s)	Source and date of the publication
i ii iii			

(III) Conference Papers (full Papers)

No.	Title of Article	Author(s)	Source and date of the publication
i ii iii			

(IV) Journal Papers

No.	Title of Articles	Author(s)	Source and year of publication	Nature of Journal (Peer Review & Indexing)
i ii				

Note : - First degree Dissertation/ Postgraduate Thesis are not considered as publications

14. (a) Present Occupation:

- i. Post :
- ii. Date of appointment to such post :
- iii. Whether confirmed in the present post :
(Please attach a evidence from the employer)
- iv. Place of work with the Address :
- v. Salary Scale of the post :
 - a. Basic Salary :
 - b. Allowances :
- vi. Present Salary

(b) Previous Employment Records:

Post held	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 Institution/ Institution.

(d) Have you ever been served with a Vacation of Post notice by any other University/ Government Institution? If so please provide details.

15. Any further relevant particulars: (not included above)

16. Two non related Referees:

	<u>Name</u>	<u>Designation</u>	<u>Address & Contact details with email Address</u>
(i)			
			
(ii)			
			

Note:-

One of the referees should be the Head of the Institution in which the candidate works.

17. Paste the cash receipt properly here

(Paste the receipt here securely)
(It would be advisable to keep a photocopy of the receipt with the candidate)

18. 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 disqualify before selection and /or to be dismissed without any compensation, if the inaccuracy is detected after the appointment.

Date:.....

.....
Signature of the Applicant
(Should be inked)

Note : -

- i. Submit your application according to the requirements and guidelines indicated in the Website www.seu.ac.lk relevant to the advertised post.
- ii. All applicants should possess the required qualifications & experience by the closing date of the application. No qualification fulfilled after the closing date will be considered.
- iii. Applications not submitted according to this format and submitted without copies of required supportive documents will be rejected.
- iv. Incomplete application will be rejected

For applications from public officers or officers of the Local Government Service or any local authority only (Based on Section 18.7.4 of the Chapter III of the Establishments Code of UGC and HEIs)

- Any application under the above categories and not submitted through the proper channel will be rejected.

Vice Chancellor
South Eastern University of Sri Lanka
P.O. Box No. 01
University Park, Oluvil

Application for the Post of

Submitted by

Is forwarded hereby, If he/she is selected for the said post he/she can be/cannot be released.

.....
Signature of Head of the Department

Name

Date

Official Stamp

.....
Signature of Head of the Institution *

Name

Date

Official Stamp

*As defined by the Chapter I of Volume I of the Establishments Code of the Democratic Socialist Republic of Sri Lanka