

For Office Use:

<b><u>Postgraduate Institute of Management - University of Sri Jayewardenepura</u></b>			
<b>Application Form for the Post of ..... (Internal)</b>			
1.01	Name with Initials		
	Title (Mr./ Mrs./ Miss)		
1.02	Name denoted by Initials		
2	Postal Address	Private Address	
3.01	Telephone No (Residence)		
	Telephone No (Mobile)		
	Email Address		
3.02	NIC No		
4.01	Date of Birth		
4.02	Age as at the closing date of application	Years ..... Months..... Days.....	
	(Certified copy of the Birth Certificate should be attached)		
5	Civil Status		
6	Whether citizen of Sri Lanka by descent or registration		
	If by registration give reference number and the date of certificate of citizen		

**Important: -**

**Note 01 -** You are required to mention the qualifications/experience in the application form and submit all the certificates as mentioned note 02 below to consider you for the applied post. Please note that only the qualifications/experiences mentioned by you in your application will be considered.

**Note 02 -** You are required to attach photocopies of all relevant certificates to prove your qualifications/experience. Photocopies should be certified by you with your signature by mentioning that those are true copies of original certificates. Applications received without complying this requirement & not in the conformity with requirements in the advertisement would not be entertained.

7.01	Educational Qualifications :-			
	G.C.E. O/L Examination (certified copies of the certificates should be attached)			
	<b>1<sup>st</sup> Attempt</b>		<b>2<sup>nd</sup> Attempt</b>	
	Year .....		Year .....	
	Subjects	Grade	Subjects	Grade
7.02	G.C.E. A/L Examination (certified copies of the certificates should be attached)			
	<b>1<sup>st</sup> Attempt</b>		<b>2<sup>nd</sup> Attempt</b>	
	Year .....		Year .....	
	Subjects	Grade	Subjects	Grade

8	University Education (Degree/Diploma) (certified copies of the certificates should be attached)				
Name of the University		Degree Title	Duration of the Degree/ Diploma	Class/Grade of the final examination with the subjects & effective date	
9	Professional Qualifications (certified copies of the certificates should be attached)				
	Professional and other Qualifications	Institute	Effective Date	Duration	
10	Highest Examination passed in Sinhala/English/Tamil				
	Medium	Examination			
	Sinhala				
	English				
	Tamil				
11	Past Experience relevant to the post applied (certified copies of the certificates should be attached)				
	Name of the Institute	Designation	From	To	Period

12	Extra-Curricular Activities (certified copies of the certificates should be attached)			
13	(A) Proficiency in Type-Writing		(B) Proficiency in Shorthand	
	Medium	Speed (Words per Minute)	Medium	Speed (Words per Minute)
14.01	Current Employment			
14.02	Employer			
14.03	Date of Appointment			
14.04	Date of confirmation in the present post			
14.05	Designation			
14.06	Salary Scale			
14.07	Current Salary (A) Basic Salary			
	(B) Allowances			
14.08	Past Experiences if any			
	Name of the Employer	Designation	From-To	Salary Scale

15	<p>Other Relevant information</p>
<p>I hereby certify that the particulars submitted by me in this application and its annexures are true and accurate. I am aware that if any of these 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 the appointment.</p>	
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>.....</p> <p style="text-align: center;">Date</p> </div> <div style="width: 45%;"> <p>.....</p> <p style="text-align: center;">Signature of the Applicant</p> </div> </div>	
<p>Recommendation of the Head of the Division/Department</p> <p>If the applicant is selected for the applied post he/she can be released from the service of this Division/Department.</p>	
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>.....</p> <p style="text-align: center;">Date</p> </div> <div style="width: 45%;"> <p>.....</p> <p style="text-align: center;">Signature of the Head of the Division/Department.</p> </div> </div>	

<p>Recommendation of the Secretary/Registrar/Director/Rector</p>	
<p>Mr. /Mrs. /Ms. .... is holding a permanent post in this University.</p>	
<p>Details mentioned from No. 1 to 15 are certified as correct as per the personal file of the applicant available in the Establishments Division of this University. If he/she selected for the applied post he/she can be released from the service of this University.</p>	
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>.....</p> <p style="text-align: center;">Date</p> </div> <div style="width: 45%;"> <p>.....</p> <p style="text-align: center;">Signature &amp; official stamp of the Secretary/Registrar/Director/Rector</p> </div> </div>	