



University of the Visual and Performing Arts

FORM OF APPLICATION FOR THE POST OF REGISTRAR

01. (a) Name with initials :
02. (b) Names denoted by initials :
Whether Rev./Mr./Mrs./Miss :
03. (a) Permanent Address :
- (b) Postal Address (If any) :
- (c) Contact Telephone No. :
- (d) E-mail :

(Any changes of address should be communicated immediately)

04. National Identity Card No. :
05. (a) Date of Birth :
(b) Age as at the closing date of :
applications
06. Civil Status : Single / Married
07. Whether Citizen of Sri Lanka :
(State whether by decent or by registration)
If by registration give reference number & date
of certificate of citizenship
08. Education – Schools attended :
From To
- (1)
(2)
(3)

09. Qualifications - (All qualifications to be considered should be indicated in the application)

(a) University Education:

University	Degree/Diploma	Class	Date of Commencement	Effective Date	Number of Academic Years

(b) Postgraduate Qualifications *i.e. in the fields of Administration and Management:*

University	Postgraduate Degree/Diploma	Main area of study <i>i.e. Management/Administration/HRM</i>	By course or by Research	Date of Commencement	Effective Date	Number of Academic Years

(c) Memberships in relevant Professional Bodies

Title of Membership	Nature of Membership	Professional Body	Effective Date/Duration

10. Training in the fields of Management and Administration and IT Qualifications:

Field	Name of the training/qualification obtained	Main areas covered in the training programme	Institution	Effective Date	Duration
Management and Administration					
IT Qualification					

11. Any other academic distinctions scholarships, Medals, prizes etc. (indicate the Institution from which such awards have been obtained) :

12. Research & Publications if any (If space is insufficient, Please use a separate sheet of same size) :

13. Highest examination passed in Sinhala/Tamil :

14. (a) **Present Occupation**

1. Post :

2. Date of appointment to such post :

3. Whether confirmed in the present post :

4. Place of work with the address :

5. Salary scale of the post :

6. Present salary : a. Basic Salary :

b. Allowance :

(b) **Previous appointments if any, with dates (in the capacity of Assistant Registrar/Senior Assistant Registrar within the university system) :**

Department/Intuition	Post	From	To	Duration

Special Notice: The service certificates should be attached in order to prove the service experience. The appointment letters will not be considered for service experience.

15. (a) Period of experience gained in fields of Management and Administration as at the closing date of applications relevant to the post applied :

(b) If you have obtained no-pay leave during this period, state reasons and the period of such leave :

16. Particulars of bond obligations to Higher Educational Institutions/Institutes

Name of the Institutions/Institute	Obligatory period	Amount due in Rupees

17. (a) Whether you have earned all increments during your service in the university system as Assistant Registrar/Senior Assistant Registrar to Deputy Registrar?

If, Not- Please provide detail

(b) Have you been imposed any disciplinary punishment during your service in the University System?

If, Yes- Please provide detail

18. Extra-Curricular Activities :

I do hereby certify that particulars submitted by me in this application 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 appointment.

Date:.....

.....

Signature of applicant

Special Note:

- *Certified copies of all Relevant Certificates should be attached herewith.*
- *If given space is not adequate, applicants are instructed to use separate papers to fil respective details.*

**CERTIFICATION OF THE ADMINISTRATIVE OFFICER IN CHARGE OF
PERSONAL FILE**

Vice Chancellor
University of the Visual and Performing Arts
Colombo 07

I hereby certify that the particulars given in 01 to 17 of this application are correct according to the applicant's personal file.

Checked by:

Subject Clerk

Signature
Administrative officer in charge
of personal file

RECOMMENDATION OF THE HEAD OF THE UNIVERSITY/INSTITUTION

I recommend the above application and agree/do not agree to release the applicant in case he/she is selected for the post applied.

Date:

Signature
Chairman/ Vice-Chancellor/Secretary
/Rector/ Director

Official Rubber Stamp