



UNIVERSITY OF JAFFNA, SRI LANKA
Preservation and Digitization of Sri Lankan Tamilology Collection
Application for the Post of Project Assistant – (ON CONTRACT)

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

.....
.....

2. Name denoted by initials

.....
.....

3. Permanent Address:

4. Temporary Address:

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

5. Telephone No:

1. Landline:

2. Mobile :

.....

6. E-mail Address:

7. Date of Birth:
No:

--	--	--	--	--	--	--	--

8. NIC

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

9. Gender:

10. Civil Status:

.....

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

.....

12. Nationality:

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

14. State whether you hold a valid driving license in Sri Lanka: Yes/ No

If yes, permitted vehicle classes:

15. Educational 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	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

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

Institute & Address	Professional experience & qualifications	Year

17. Highest Examination passed in Sinhala/English /Tamil :

Sinhala:

English:

Tamil:
.....
.....

18. Previous experience as a Project Assistant or similar jobs: (Please attach the scanned copies of service certificates)

Institution/Department	Post	Duration

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. Name and address of two referees (Non Relatives)

Name

Address

1.
.....

TP No:
.....

2.
.....

TP No:
.....

22. 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.

23. 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)