



Application Form For Visiting Staff

POST APPLIED FOR :	Field:		
1. Name in full [Underline Surname] <i>[If registered as a student in a University under any other name. please indicate such name within brackets]</i>	Dr./Mr./Ms		
2. Postal Address <i>[Any change should be communicated immediately]</i>			
3. Contact Details: i. Telephone (Residence) ii. Mobile iii. e-mail			
4. Date of Birth and Age <i>[Please attach copy of Birth Certificate]</i> National Identity Card Number			
5. Civil Status			
6. Whether a Citizen of Sri Lanka <i>[State whether by descent or by registration: if by registration, give reference number and date of certificate of citizenship]</i>			
7. Educational Qualifications			
7.1 School Education			
7.1	School/s Attended	From	To
i.			
ii.			
iii.			
iv.			
v.			
7.2 University Education –Undergraduate and Postgraduate			
	Name of the University	Degree/Diploma	Course Followed
	Result Class	From	To
i.			
ii.			
iii.			
iv.			
v.			
vi.			
8. Professional Qualifications			
i.			
ii.			
iii.			
iv.			

University College of Jaffna
University of Vocational Technology
Sri Lanka
Application Form For Visiting Staff

9. Academic Distinctions, Scholarships, Medals, Prizes etc. *[Indicate the institution from which such awards have been obtained - Please attach copies of all relevant certificates]*

	Award	Institution
1.		
2.		
3.		
4.		

10. Proficiency of Languages *[Indicate the institution from which such awards have been obtained - Please attach copies of all relevant certificates]*

	Language	Highest Examination passed
1.	Sinhala	
2.	Tamil	
3.	English	
4.	Other (Specify)	

11. (a) Present Occupation and Salary Drawn

Institution	Occupation	Salary drawn

12. (b) Previous Employments with Dates

	Institution	Post	From	To	Reasons for leaving
1.					
2.					
3.					
4.					
5.					
6.					

13. Administrative/Financial/any other relevant Experience, if any

14. Particulars of Bond Obligations to Higher Educational Institutions/Institutes if any:

	Institution	Obligatory service period	Bond amount due
1.			
2.			
3.			
4.			

University College of Jaffna
University of Vocational Technology
Sri Lanka
Application Form For Visiting Staff

15. Commendations/Punishments during your career

Yes No

If yes please provide details

16. Extra Curricular Activities

17. Any other relevant particulars *[Not included above]*

18. Have you ever been convicted by a court of law?

Yes No

If yes please provide details

University College of Jaffna
 University of Vocational Technology
 Sri Lanka
Application Form For Visiting Staff

19. Names of two Referees

	Name	Address
1.		
2.		

20. I hereby certify that the particulars submitted by me in this application are true and accurate. I am aware that 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.

.....
Date

.....
Signature of Applicant

[TO BE COMPLETED BY THE HEAD OF THE INSTITUTE WHERE APPLICABLE]

DECLARATION OF THE HEAD OF THE DEPARTMENT

Assistant Registrar
University College of Jaffna

The application of Mr. / Mrs. / Misswho has been serving in our institution is forwarded here with he will be allowed to serve at the University College of Jaffna as Visiting Staff from..... To..... On Week days and this will not affect his / her normal working hours.

As per chapter IX para 2:2 of the Establishment code, it is hereby informed that 10% or 25% of his her remuneration could be deducted to Government Consolidate fund.

Date:.....

.....
 Signature
 Head of the Department / Corporation /Board / Institution
 Page | 4

Instructions to Applicants

1. All applicants who are employed must submit their applications through Head of the Institution concerned. Please ensure that the Head of the Institution forwards the application on or before the closing date with his/her recommendation. Those who have not submitted their applications through proper channels will not be considered.
2. If space provided in the application is not sufficient please provide information as additional attachments.
3. Photocopies of certificates should be forwarded along with the application and original certificates should be submitted at the interview.
4. For further clarifications/information please contact the Assistant Registrar, University College of Jaffna.
5. The post applied for should be clearly written on the top left hand corner of the envelope.
6. Please submit the applications to the **Assistant Registrar, University College of Jaffna by registered post on or before 24th May 2019**. Late applications will not be entertained.

Assistant Registrar
University College of Jaffna
29, Brown Road,
Kokuvil, Jaffna
Tel: 021 221 7792