



Ref:.....

**UNIVERSITY OF JAFFNA, SRI LANKA**

**APPLICATION FOR THE POST OF ASSISTANT REGISTRAR [LEGAL & DOCUMENTATION]**

**1. Personal Information**

1.1 Full Name .....

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1.2 Name with Initial/s .....

(Whether Mr./Mrs./Miss.)

1.3 a) Address .....

i. Permanent .....

.....

ii. Private .....

.....

b. Telephone Number (i) Land..... (ii) Mobile.....

c. Fax Number (if, any) .....

d. Email Address (if, any) .....

1.4 Date of birth ..... 1.5 Age .....

1.6 Sex ..... 1.7 Civil Status .....

1.8 National Identity Card No .....

**2. Educational Records:**

**2.1 Undergraduate/ Postgraduate Qualifications**

(Certified copies of the certificates should be attached)

Name of the Course Bachelor/Postgraduate Degree/Diploma	University	Class with GPA	Date of Commencement	Effective date	Duration: Prescribed period of Registration

**2.2 Professional Qualification**

3. Professional Qualification (Law, Computer, Finance.....etc) (Certified copies of the certificates should be attached)

Institution	Qualifications: Field of specialization	Date of Commencement	Effective date	Duration: Prescribed period of Registration



**4. Extra Curricular Activities** (Certified copies of the certificates should be attached)

4.1
4.2
4.3
4.4
4.5

**5. Other relevant Particulars** (Membership of Professional Bodies) (Certified copies of the certificates should be attached)

5.1
5.2
5.3
5.4
5.5

**6. Highest educational qualification obtained in Languages:** 1. English .....  
 2. Tamil .....  
 3. Singhala .....

**7. Name and address of two referees:**

	Details of Referees	Referee 1	Referee 2
1	Full Name:		
2	Designation:		
3	Department:		
4.1	Contact No: Official-		
4.2	Mobile-		
5	E.Mail :		
6	Address:		

I do hereby certify that all particulars stated 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 be disqualified before selection and to be dismissed without any compensation if the inaccuracy is detected after appointment.

Date : .....  
 Signature of applicant

If the applicant is an employee in a Government / Corporation / Statuary Board this section should be filled by such Head of the Department / Institution.

The applicant will / will not be released, if selected for appointment.

.....  
 Head of Institution

Name : .....

Designation : .....

Date : .....

Affix the counterfoil of the bank deposit slip as the proof of the Application Fee

Fee Paid Rs:.....

Paying Bank (Branch):.....

Paying Date:.....

**Please affix the bank counterfoil here**