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UNIVERSITY OF JAFFNA, SRI LANKA

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

1.	Personal Information						
	1.1 Full Name						
	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, ar	y)					
	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: 2.1Undergraduate/Po (Certified copies of the						
	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

~ 14		_	•	
3. W	orking/	i Expe	zrienc	e

3.1.	. (Please give experience gained in Court work/ Legal work & drafting legal documentation in a State/ Corp	oration or
	Reputed Private Sector Organization etc, if you have)	

•	ed Private Sector Orga <u>nt occupation</u>	nization etc, if you have)			
i)	Designation:				
ii)	Date of appointme	ent :			
iii)	Department / In	stitution and its address :			
iv)	Nature of Appoin	tment : Permanent / Contro Self Employed	•	•	ual /
v)	Present salary	a) Basic :			
) Present monthly e	_			
b) Al	i previous appointm	nent including those under tro	aining, if any	, with dates :	
Instit	ution/Department	Post/ Experience gained in Court work/ Legal work & drafting legal documentation in a state/Corporation or Reputed Private Sector Organization	From	То	Salary

3.2.	Where a period of experience is a requirement for the post applied, state period of such experience? (Attach copies of the Appointment Letters / Commendation Letters / Service Certificates) i)
	ii)
	iii)
	iv)
	v)
3.3	If your service in a government Department or a Corporation were terminated, give reasons.

4. E	xtra Curricular Activ	vities (Certified copies of	the certificate	es should be attached)	
4.1					
4.2	!				
4.3	<u> </u>				
4.4					
4.5	j				
5. C)ther relevant Partic	ulars (Membership of Profe	essional Bodies	 (Certified copies of the certificates should be attached) 	
5.1					
5.2					
5.3	}				
5.4					
5.5	j				
6. Hi	ghest educational qu	alification obtained in La	inguages: 1. E	inglish	
	•		-	Tamil	
			3.5	inghala	
7. N	ame 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:				
5	Address:				
awar befo	e that if any of the p	articulars are found to be	e false or inac	plication are true and accurate, I ccurate, I am liable to be disqualif if the inaccuracy is detected af	ieo
Date	:				
				Signature of applicant	
fillec	l by such Head of the	oyee in a Government / Co Department / Institution be released, if selected	1.	Statuary Board this section should ent.	be
				Head of Institution	 n
Vame	e :			, 1000 07 211011101101	•
Desig	gnation :				
Date	:				

fix the counterfoil of the bank deposit slip as the proof of the Application Fee
e Paid Rs:
ying Bank (Branch):
ying Date:
Please affix the bank counterfoil here