

**MINISTRY OF EDUCATION
STATE MINISTRY OF SKILLS DEVELOPMENT, VOCATIONAL EDUCATION,
RESEARCH AND INNOVATION**

CITY UNIVERSITY, KEGALLE CAMPUS

APPLICATION FOR THE POST OF ASSISTANT REGISTRAR

POST APPLIED FOR:				
01	Name in Full: Mr./Ms.			
02	Name With Initials:			
03	Permanent Address:			
04	Tel:	Mobile:		
	Fax:	E-mail:		
05	National Identify Card No:			
06	Date of Birth:	Date:	Month:	Year:
07	Age as at closing date of Application:	Years:	Months:	Days:
08	Civil Status:			
09	Citizenship:			
10	Details of School Education			
	(i)	G.C.E (O/L)	Year:	Index No:

(II) G.C.E. (A/L)	Year:	Index No:		
	Subjects	Results	Subjects	Results

11 Higher Educational Qualifications [First Degree and Postgraduate degree(s)]

University/ Institution	Degree	Class	Special or General Degree	Main Subject/ Subject	From -To	Effective date of Degree

12 Professional Qualifications/Chartered Corporate Memberships etc.

University/ Institution	Examination Passed	Specialization	Year of Passing

13 Certificates (if any)

Course/Certificate	Field	Name of the Institution /University	Year

14 Any other Academic Distinctions
Scholarships, Medals, Prizes, etc.
(Indicate The Institution from which
Such awards have been obtained)

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15 Research & Publications, if any (if
Space is insufficient, please use
Separate sheet)

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.....
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16	Current Employment Records				
	Designation	Institution	Brief Description of Duties	Time Period	
				From DD/MM/ YYYY	To DD/MM/YYYY

17	Previous working Experience (Starting with present position and continue in reverse order)				
	Designation	Institution	Brief Description of Duties	Time Period	
				From DD/MM/ YYYY	To DD/MM/ YYYY

18	Proficiency in Languages (Please Mark ' ✓ ' in the relevant cage)								
	Language	Written				Spoken			
		Very Good	Good	Satisfactory	Week	Very Good	Good	Satisfactory	Week
	Sinhala								
	Tamil								
	English								
Other									

19	Computing & Information Technology			
	Qualification	Institution	Year	Skills gained

20	Name of two persons (with addresses and contact number) to whom reference can be made:	
	Name	Address
	1.
	
	
	Tel.No.....	Fax.....
	E-mail.....	
	2.
	
	
Tel.No.....	Fax.....	
E-mail:.....		

21	<p>I hereby declare that the particulars furnished by me in the application are true and accurate. I am also aware that if any particulars herein are found to be false or incorrect, I am liable to disqualification if the inaccuracy is discovered before the selection and dismissal without any compensation if the inaccuracy is discovered after the appointment.</p> <p>..... Signature of the Applicant</p> <p>..... Date</p>
22	For Public/ Corporate Sector Candidates
	<p>Application for the post of submitted by is recommended /not recommended and forwarded herewith. If he / she is selected for the said post he/she can/ cannot be released.</p> <p>Date..... Signature of the Head of Institution (please place official seal)</p>
	Note
(i)	If the sheets above are not sufficient, please use extra sheet, when & where necessary.
(ii)	Indicate the list of documents attached along with the application form.
	(a)
	(b)
	(c)
(iii)	Please mark with “---” in the relevant cage, if you do not have something to mention.