

**SUGARCANE RESEARCH INSTITUTE  
APPLICATION FOR THE POST OF  
PROCUREMENT OFFICER**

<b>1. Personal Details</b>							
	Name in Full						
	Address						
	Date of Birth		National ID No.				
	Sex		Civil Status				
	Contact Tel. Nos.						
<b>2. Qualifications</b>							
	I	Degree	Year : University: Subject Area : General/Special : Class Obtained:				
	II		Year : University: Subject Area : General/Special : Class Obtained:				
	III	Diploma	Year : Institution : Subject Area :				
<b>3. Relevant Experience</b>							
	I	Prior to graduation	Period		Employer	Position held	Area
			<u>From</u>	<u>To</u>			
	II	After graduation	Period		<u>Employer</u>	<u>Position held</u>	<u>Area</u>
			<u>From</u>	<u>To</u>			

<b>4.</b>	<b>Relevant additional qualifications</b>	
<b>8.</b>	<b>Extra Curricular Activities (Sports, Societies)</b>	
<b>9.</b>	<b>Any other relevant competencies</b>	
<b>10.</b>	<b>Why do you wish to apply for this post</b>	
<b>11.</b>	<b>Whether you have been convicted by the Courts for any offence.</b>	
	<b>If so give details</b>	

\* Please attach the copies of the certificates and relevant documents.

\*\* If space is not sufficient to write the details, submit them as attachment.

I certify that the information given above are true and correct to best of my knowledge.

.....  
Signature of the Applicant

Date: .....

**Certification by the Head of the Institute:**  
**(Applicable only for the applicants of Government/Semi Government/Corporations and Statutory Board)**

I do hereby declare that the applicant, Dr/Mr/Mrs/Miss .....  
is serving in the post of ..... of the .....  
Institution/Department from ..... on permanent/temporary/casual basis and he/she can be/cannot be released  
from the service, if he/she will be selected for the post applied.

.....  
Signature of the Head of the Institute/Department with official stamp

Date : .....

Name of certifying officer : .....

Post : .....

Address : .....

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