

GENERAL SIR JOHN KOTELAWALA DEFENCE UNIVERSITY
APPLICATION FOR THE POSTS OF LIBRARY STAFF

For Office Use only	
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NIC No	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>																				
Applied Post (Please put “√” mark on relevant box) (Tick only one box)	<input type="checkbox"/> Librarian <input type="checkbox"/> Assistant Librarian																				

01. Full Name (In block letters)	
Name with initials	Prof/Dr/Mr/Ms
02. a. Permanent Address	
b. Tel No	Residence
	Mobile
c. E-Mail	
d. Fax	
e. Skype ID	

03. Date of Birth	Year	Month	Date

04. Age (as at closing date)

Years	Months	Days

05. Civil Status

Married	Single

06. Gender

Male	Female

07. Sri Lankan Citizenship

By Descent	By Registration

08. School/s Attended

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09. Highest Examination Passed in

Sinhala	
Tamil	
English	

10. University Education (Basic Degree)

Basic Degree	Effective Date	Awarded Institute	Medium	Special or General Degree	Subjects Followed	Class (Pl. indicate clearly)	Annexure No. (Copy of the Certificate)

11. Postgraduate Qualifications

(if space is insufficient please use a separate sheet)

Degree/Diploma Course (by research or by Examination)	Effective Date	Institute Awarded	Full time or part time	Duration				Credits			Annexure No. (Copy of the Certificate)
				From	To	Yrs	Mts	Course work	Research / Thesis	Total	

12. Professional Qualifications

(PGIM Board certification, Chartered Qualifications, Attorney at Law, etc.)

(if space is insufficient please use a separate sheet)

Educational and professional qualifications								
Sr. No.	Qualification	Effective Date	Institute Awarded	Duration				Annexure No. (Copy of the Certificate)
				From	To	Yrs	Mts	

13. a. Present Occupation: (if space is insufficient, please use a separate sheet)

Place of Work	Designation/Post	Nature of work assigned	Salary drawn per month	Period of service				Annexure No. (Copy of the Service Letter)
				From	To	Yrs	Mts	

b. Previous Occupations: (if space is insufficient, please use a separate sheet)

Sr. No.	Place of Work	Designation/Post	Period of Service				Annexure No. (Copy of Service Letter)
			From	To	Yrs	mts	

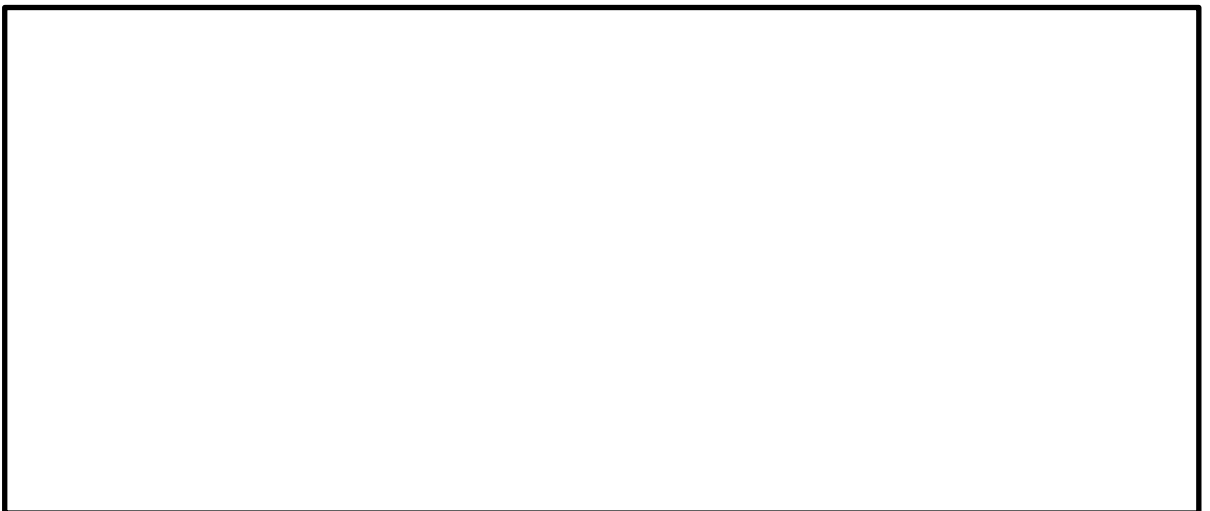
14. Details of Awards/Scholarships etc.

University/ Institution	Scholarships/ Awards/ Prizes/ Academic Distinctions	Year	Annexure No. (Copy of the Certificate)

15. Research & Publications, if any:
(if space is insufficient, please use a separate sheet)



16. Extra-Curricular Activities
(if space is insufficient, please use a separate sheet)



17. Any other relevant facts



18. Have you entered in to a Bond/Agreement with any of your previous employer/s for Training/Study Programme:

- i. Institute/s :
- ii. Nature of Training/ Study Programme :
- iii. Obligatory Period :
- iv. Date of Commencement:
of obligatory period
- v. Date of Expiry of :
obligatory period
- vi. Monetary Value of :
the Bond

19. Names, occupations and addresses of two non related referees

Name	Address	Occupation	Contact No

20. Certification by Applicant

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

Further, I have enclosed copies of the following documents. (Please insert “√” mark)

Description of Document		Attached	Annexure No
1. Covering Letter			
2. Curriculum Vitae			
3. Self-Assessment *			
4. Three (03) copies of the Research, Publications & Other Supportive Documents (for the post of Librarian only)			
5. Titles of three (03) outstanding research Papers/ Publications (for the post of Librarian only)			
6. Birth Certificate			
7. NIC/Passport			
8. Basic Degree Qualifications			
a.	Basic Degree Certificate		
b.	Transcript/ Detailed results sheet		
9. Postgraduate Qualifications			
a.	Postgraduate Degree certificate		
b.	Transcript/ Detailed results sheet		
10. Authentication letter from UGC (for foreign Degrees)			
11. Professional Qualifications			
a.	Certificates/ Letters		
b.	Special Training		
12. Service Certificates			

Date :.....

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Signature of Applicant

21. To be completed by the present employer (If any)

Applicant can/ cannot be released, if selected for the post applied at General Sir John Kotelawala Defence University.

Any Special Comments :

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Signature

Name :

Designation :

Date :

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Date Received		
Eligibility	Yes	No
Category		
If No, Reasons		
Registrar/Senior Assistant Registrar (Establishment)		
Comments of Head/Dean		