

**UNIVERSITY HOSPITAL  
GENERAL SIR JOHN KOTELAWALA DEFENCE UNIVERSITY**

**APPLICATION FOR THE POSTS OF ADMINISTRATIVE AND MEDICAL STAFF**

|                     |  |
|---------------------|--|
| For Office Use only |  |
|---------------------|--|

|              |  |
|--------------|--|
| NIC No       |  |
| Applied Post |  |

|                                  |               |
|----------------------------------|---------------|
| 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

|  |
|--|
|  |
|--|

09. 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 ) |
|--------------|----------------|-------------------|--------|---------------------------|-------------------|------------------------------|---|
|              |                |                   |        |                           |                   |                              |   |

10. Postgraduate Qualifications  
(if space is insufficient please use a separate sheet)

| Degree/Diploma Course<br>(by research or by Examination) | Effective Date | Institute Awarded | Full time or part time | Duration |    |     |        | Annexure No. (Copy of the Certificate ) |
|--|----------------|-------------------|------------------------|----------|----|-----|--------|---|
|  |                |                   |                        | From     | To | Yrs | Months |   |
|  |                |                   |                        |          |    |     |        |   |

11. 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 | Months |  |
|   |               |                |                   |          |    |     |        |  |
|   |               |                |                   |          |    |     |        |  |
|   |               |                |                   |          |    |     |        |  |
|   |               |                |                   |          |    |     |        |  |

12. 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 Certificate) |
|---------------|------------------|-------------------------|------------------------|-------------------|----|-----|--------|--|
|               |                  |                         |                        | From              | To | Yrs | Months |  |
|               |                  |                         |                        |                   |    |     |        |  |

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

| Sr. No. | Place of Work | Designation/Post | Period of Service |    |     |        | Annexure No.<br>(Copy of Service Letter) |
|---------|---------------|------------------|-------------------|----|-----|--------|--|
|         |               |                  | From              | To | Yrs | Months |  |
|         |               |                  |                   |    |     |        |  |
|         |               |                  |                   |    |     |        |  |
|         |               |                  |                   |    |     |        |  |
|         |               |                  |                   |    |     |        |  |

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

14. Special details of administrative experience (for Administrative Category)  
(if space is insufficient, please use a separate sheet)

15. Any other relevant facts

16. Have you entered in to a Bond/ Agreement with any of your previous employer/s for Training/Study Programme or other purpose?

- i. Nature of Training/ : .....  
Study programme/ .....  
other purpose .....
  
- ii. Obligatory : .....  
Period .....

- iii. Date of Commencement of obligatory Period : .....
- iv. Date of expiry of obligatory Period : .....
- v. Monetary value of the Bond : .....

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

| Name | Address | Occupation | Contact No |
|------|---------|------------|------------|
|      |         |            |            |
|      |         |            |            |

18. 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 certified copies of the following documents. (Please insert "√" mark)

| Description of Document                                 |                                    |                 |                    |
|---|------------------------------------|-----------------|--------------------|
| 1. Basic Degree Qualifications                          |                                    | <b>Attached</b> | <b>Annexure No</b> |
| a.  | Basic Degree Certificate           |                 |                    |
| b.  | Transcript/ Detailed results sheet |                 |                    |
| 2. Postgraduate Qualifications                          |                                    |                 |                    |
| a.  | Postgraduate Degree certificate    |                 |                    |
| b.  | Transcript/ Detailed results sheet |                 |                    |
|   | <b>Description of Document</b>     | <b>Attached</b> | <b>Annexure No</b> |
| 3. Authentication letter from UGC (for foreign Degrees) |                                    |                 |                    |
| 4. Professional Qualifications                          |                                    |                 |                    |
| a.  | Certificates/ Letters              |                 |                    |
| b.  | Special Training                   |                 |                    |
| 5. Service Certificates                                 |                                    |                 |                    |

Date : .....

.....  
Signature of Applicant

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

Applicant can/ cannot be released, if selected for the above post.

Any Special Comments : .....

.....

Signature

Name : .....

Designation : .....

Date : .....