**FOR INTERNAL CANDIDATES ONLY**



**University of the Visual and Performing Arts**

**FORM OF APPLICATION FOR THE POST OF REGISTRAR**

**01. (a) Name with initials :**

**02. (b) Names denoted by initials :**

**Whether Rev./Mr./Mrs./Miss :**

**03. (a) Permanent Address :**

**(b) Postal Address (If any) :**

**(c) Contact Telephone No. :**

**(d) E-mail :**

(Any changes of address should be communicated immediately)

**04. National Identity Card No. :**

**05. (a) Date of Birth :**

**(b) Age as at the closing date of :**

**applications**

**06. Civil Status :** Single / Married

**07. Whether Citizen of Sri Lanka :**

**(State whether by decent or by registration)**

**If by registration give reference number & date**

**of certificate of citizenship**

**08. Education – Schools attended :**

**From To**

(1)

(2)

(3)

**09. Qualifications - (All qualifications to be considered should be indicated in the application)**

**(a) University Education:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **University** | **Degree/Diploma** | **Class** | **Date of Commencement** | **Effective Date** | **Number of Academic Years** |
|  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **University** | **Postgraduate Degree/**  **Diploma** | **Main area of study i.e. Management/Administration/HRM** | **By course or by Research** | **Date of Commencement** | **Effective**  **Date** | **Number of Academic Years** |
|  |  |  |  |  |  |  |

**(b) Postgraduate Qualifications *i.e. in the fields of Administration and Management*:**

**(c) Memberships in relevant Professional Bodies**

|  |  |  |  |
| --- | --- | --- | --- |
| **Title of Membership** | **Nature of Membership** | **Professional Body** | **Effective Date/Duration** |
|  |  |  |  |

**10. Training in the fields of Management and Administration and IT Qualifications:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Field** | **Name of the training/ qualification obtained** | **Main areas covered in the training programe** | **Institution** | **Effective Date** | **Duration** |
| Management and Administration |  |  |  |  |  |
| IT Qualification |  |  |  |  |  |

**11.** Any other academic distinctions scholarships, :

Medals, prizes etc. (indicate the Institution from

which such awards have been obtained)

**12.** Research & Publications if any (If space is insufficient, :

Please use a separate sheet of same size)

**13.** Highest examination passed in Sinhala/Tamil :

**14.** **(a) Present Occupation**

1. Post :

2. Date of appointment to such post :

3. Whether confirmed in the present post :

4. Place of work with the address :

5. Salary scale of the post :

6. Present salary : a. Basic Salary :

b. Allowance :

**(b) Previous appointments if any, with dates (in the capacity of Assistant Registrar/Senior Assistant Registrar within the university system) :**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Department/Intuition** | **Post** | **From** | **To** | **Duration** |
|  |  |  |  |  |

***Special Notice:*** *The service certificates**should**be attached**in order to prove the service experience. The appointment letters will not be considered for service experience.*

**15. (a) Period of experience gained in fields of Management and Administration as at the closing date of applications relevant to the post applied :**

**(b) If you have obtained no-pay leave during this period, state reasons and the period of such leave :**

**16.** **Particulars of bond obligations to Higher Educational Institutions/Institutes**

|  |  |  |
| --- | --- | --- |
| **Name of the Institutions/Institute** | **Obligatory period** | **Amount due in Rupees** |
|  |  |  |

**17. (a) Whether you have earned all increments during your service in the university system as Assistant Registrar/Senior Assistant Registrar to Deputy Registrar?**

**If, Not- Please provide detail**

**(b) Have you been imposed any disciplinary punishment during your service in the University System?**

**If, Yes- Please provide detail**

**18. Extra-Curricular Activities :**

I do hereby certify that particulars submitted by me in this application 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.

***Date:……………………… ……………………………………***

***Signature of applicant***

***Special Note:***

* *Certified copies of all Relevant Certificates should be attached herewith.*
* *If given space is not adequate, applicants are instructed to use separate papers to fil respective details.*

**CERTIFICATION OF THE ADMINISTRATIVE OFFICER IN CHARGE OF PERSONAL FILE**

Vice Chancellor

University of the Visual and Performing Arts

Colombo 07

I hereby certify that the particulars given in 01 to 17 of this application are correct according to the applicant’s personal file.

Checked by***:*** ………………………… …………………………………..

Subject Clerk Signature

Administrative officer in charge of personal file

**RECOMMENDATION OF THE HEAD OF THE UNIVERSITY/INSTITUTION**

I recommend the above application and agree/do not agree to release the applicant in case he/she is selected for the post applied.

Date: ……………………… ….….…………………………….

Signature

Chairman/ Vice-Chancellor/Secretary

/Rector/ Director

Official Rubber Stamp