



THE OPEN UNIVERSITY OF SRI LANKA

APPLICATION – ACADEMIC POSTS

01. Post: Centre:
02. Department of Study:
03. Area of specialization, as specified in the Advertisement:
.....
04. Name in full : (Rev./Dr./Mr./Ms.):
.....
05. Name with initials:
06. Permanent Address:
.....
07. Business Address:
.....
08. Contact information : Tel. :
E-Mail :
Fax :
09. Date of Birth : (DD/MM/YYYY):
10. Age as at the closing date for
applications : Year: Months: Days:
11. Civil Status:
12. Sri Lankan Citizenship: By descent/by registration
(Delete whichever is not applicable)
13. National Identity Card No:

14. Details of the Secondary Education:

Name of the School	From	To	Examination completed

15. Details of Basic Degree :

- I. University:
- II. Period of enrollment: From : To:
- III. Name of the Degree:
- IV. Effective date of the Degree:
- V. Type of Degree: Bachelor's Honours (Special)/Bachelor's (General)/Top-up degree
(Delete whichever is not applicable.)
- VI. Number of credits required for award of degree 90/120 **(Delete whichever is not applicable)**
- VII. If a Bachelor's Honours Special degree, the field of specialization:
- VIII. If it is a Bachelor's (General) Degree, the Subjects offered :
1.
2.
3.
4.
- IX. Class obtained for degree: First/Second (Upper)/Second (Lower)/
(Delete whichever is not applicable)
- X. Final GPA/Grade obtained:
- XI. Prizes/Medals/Distinctions/
1.
2.
3.

(Academic transcript should be attached to the application)

16. Postgraduate Academic Qualifications :

University/Institution	Name of Qualification	Period of enrollment (From – To)	Effective date of qualification

*** Add more rows if required**

In case of research degrees, title of thesis:

.....

.....

Prizes/Medals/Distinctions (attach evidence of award):

.....

.....

17. Other Professional Qualifications:

University/Institution	Name of Qualification	Period of enrollment (From – To)	Effective date of qualification

*** Add more rows if required**

18. Research and publications:

	Type of Publication	Total Number
(i)	Original research published as full papers in peer-reviewed journals	
(ii)	Original research published as full papers in conference proceedings	
(iii)	Presentation (oral or poster) at a conference, published in abstract for	
(iv)	Book chapters	
(v)	Books and monographs	
(vi)	Any other publications not listed above	

(Attach numbered list of relevant publications in the following format. Copy of the abstracts should be attached to the application.)

- I** Original research published as full papers in peer-reviewed journals (author name(s), year of Publication, title of paper, full name of journal, volume number, page numbers)
- II** Original research published as full papers in conference proceedings (author name(s), title of paper, name of conference, city and country, year, page numbers)
- III** Presentation (oral or poster) at conference, published in abstract form (author name(s), title of Presentation, name of conference, city and country, year, page number)
- IV** Book chapters (author names, title of chapter, title of book, publisher, city and country of Publication, year of publication, page numbers)
- V** Books and monographs (author's name, title of book, publisher, city and country of publication, year of publication, number of pages)
- VI** Any other publications not listed above

19. Details of the Present Post :

Designation :

Institution :

Date of Appointment :

Salary Scale :

Salary Step :

20. Previous positions held :

		Post	Institution	Duration	Total
I	Teaching at University Level				
II	Research in Recognized Institution				
III	Professional Experience				

(Service Certificates need to be attached)

21. Extra-curricular (sports, aesthetics, etc.) and co-curricular activities (student societies, etc.

At the School level :

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.....

.....

At the University level :

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.....

(Attached supportive evidence for each claimed)

22. Proficiency in Languages (Tick the relevant cage)

Language	Written					Spoken				
	Very Good	Good	Satisfactory	Weak	None	Very Good	Good	Satisfactory	Weak	None
Sinhala										
English										
Tamil										
Other										

23. Are you under any obligatory National Service? Yes/No

If yes, provide details:

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24. Have you been served a Vacation of Post (VOP) from the UGC, any Higher Educational Institution, or any other Government Institution of Sri Lanka? Yes/No

If yes, provide the following details.

i. The Institution you have served the VOP?

.....

ii. Reason:

.....

iii. If you have entered into a Bond and Agreement, please specify the amount:

.....

25. Non-related referees:

*For those applying for the Senior Lecturer post, at least one referee should be a postgraduate supervisor

*Referees are expected to submit a confidential report within 2 weeks of receiving a request from the University

(01) Name :

Address :

.....

.....

Contact Information :

Telephone :

Fax :

E-mail :

(02) Name :

Address :

.....

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Contact Information :

Telephone :

Fax :

E-mail :

Declaration

I hereby declare that the particulars furnished by me in the application are true and accurate. I am aware that if any particulars contained herein are found to be false, 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.

Signature of the Applicant :

Date :

Recommendation by the Head of the institution:

I recommended the above application and agree to release the applicant in case he is selected for the post applied for

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Signature of the Head of Institution

DECLARATION FORM

Every applicant should fill this form

1. Post applied for :
at the Open
University
2. Full Name :
.....
3. Address :
.....
4. Designation :
.....
5. Name of Employer :
.....
6. Address :
.....
7. Reasons for :
Leaving previous
Service

Name of Employer	Designation	Duration	Reasons for leaving whether terminated/ dismissed/ vacated/ retired/ resigned/ released on secondment
1.			
2.			
3.			
4.			
5.			

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

- i. Nature of Training/ Study Programme :
- ii. Obligatory Period :
- iii. Date of Commencement of obligatory period :
- iv. Date of expiry of obligatory period :
- v. Monetary value of the Bond :

I declare that the above information is true to the best of my knowledge.

Date :

Signature of Applicant

Observations of the Head of the Institution.

- N.B.**
- 1. Written answers should be provided in each section. Leave no selection unanswered. If any section is not applicable please write word “inapplicable.”
 - 2. If the space provided under each section is inadequate, you are free to use additional paper and place your signature and date on each such additional paper.
 - 3. Copies of Educational Certificates/ Training Programs/ Experience should be annexed with the application.