

4 **Highest Education Qualification** : _____

5 **Academic Qualifications (Copies of certificates should be attached)**
G C E (O/L)

Subject	Grade	Index No	Year

6 **G C E (A/L) (Copies of certificates should be attached)**

Index No : Year :

Subject	Grade	Subject	Grade

7 **University Education/Postgraduate Qualifications (Degrees, Higher Diploma, Postgraduate Diplomas, Master Degrees, Ph.D. etc.) (Copies of certificates should be attached)**

Name of the Degree/ Diploma/Postgraduate Diploma/HND/ MSc/ PhD	University/ Institution	Period	Effective Date

8 Professional Qualifications (Examination/Memberships of Professional Bodies (Associate/Corporate Membership etc.)/Vender certificate (Copies of certificates should be attached)

Institution	Name of the Examination/Membership/Vender Certificate	Membership Category/Vendor Certification	Period

9 Training Programmes/ Promotion Course/Workshops/Seminars/Conferences participated: (Copies of certificates should be attached)

Name of the Training Programme/Workshops etc.	Institution	Period

10 Special Achievements

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11 Employment History

(a) Present Post:(Copy of Service certificate or Appointment Letter should be attached)

Post	Institution	Period		Describe the work done
		From (dd/mm/yyyy)	To (dd/mm/yyyy)	

(b) Previous Employment

(Copies of Service certificates or Appointment Letters should be attached)

Post	Institution	Period		Total Service
		From (dd/mm/yyyy)	To (dd/mm/yyyy)	

12

Working Experience

Please explain the key responsibilities handled under each position mentioned above in part (b) in brief

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13

Extra-Curricular Activities:

Category	Type	Achievement	Date/Year

14

LANGUAGE PROFICIENCY

(Please use words like Poor, Satisfactory, Good and Excellent to fill the table)

Language	Understanding	Speaking	Writing
English			
Sinhala			
Tamil			

Details of two non-related referees:

No.	Name & Position	Official Address & Tele. Nos.	Residential Address & Tele. Nos.

I hereby certify that the 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 :