



UNIVERSITY OF MORATUWA

POST OF PERSONAL SECRETARY TO THE VICE-CHANCELLOR (ON TEMPORARY RELEASE)

The University of Moratuwa invites applications from among the permanent members of the staff at this University for the post of Personal Secretary to the Vice-Chancellor on Temporary Release.

Qualifications :

- (i) A holder of the post of Staff Assistant (Stenography) or Staff Assistant or above with adequate proficiency in Stenography

The candidates should possess:-

- (a) Very good conversational and written ability in English and Sinhala/Tamil.
(b) Word Processing skills and ability to handle modern office equipment.

SALARY SCALE

Personal Secretary to the Vice-Chancellor (On Temporary Release) - Rs. 37,825 p.m. [Fixed]

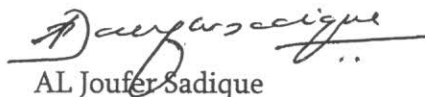
This appointment would initially be made for a period of **one year** and would be extendable up to maximum 3 years.

Further particulars and application forms along with the handout could be obtained from the Office of the Senior Assistant Registrar, Establishments Division of this University up to 22nd December, 2014 by personally calling over or by post by sending a **self addressed stamped envelope 25.5 cm x 10 cm in size** to reach the Senior Assistant Registrar, Establishments of this University OR could be downloaded from the University web site - www.mrt.ac.lk.

Applications accompanying complete curriculum vitae with contact particulars should be addressed to the Senior Assistant Registrar, Academic Establishments under confidential cover to reach the Division on or before **29th December, 2014**. The post applied should be indicated on top left hand corner of the envelope.

Applicants should channel their application through the Heads of their respective Institutions

Applications received after the closing date will be rejected.



AL Joufer Sadique

Registrar

University of Moratuwa

2nd December. 2014

UNIVERSITY OF MORATUWA, SRI LANKA

POST OF PERSONAL SECRETARY TO THE VICE-CHANCELLOR (ON TEMPORARY RELEASE)

The University of Moratuwa, Sri Lanka will entertain applications for the post of **Personal Secretary to the Vice-Chancellor on Temporary Release** from among persons who hold the following qualifications.

Applications which should be on forms obtainable from this office should be sent under registered cover to reach the Senior Assistant Registrar/Establishments Division, University of Moratuwa, Moratuwa on or before 29th December, 2014.

Qualifications :

- (i) A holder of the post of Staff Assistant (Stenography) or Staff Assistant or above with adequate proficiency in Stenography

The candidates should possess:-

- (a) Very good conversational and written ability in English and Sinhala/Tamil.
- (b) Word Processing skills and ability to handle modern office equipment.

SALARY SCALE

Personal Secretary to the Vice-Chancellor (On Temporary Release) - Rs. 37,825 p.m. [Fixed]

CONDITIONS OF SERVICE:

01. This appointment would initially be made for a period of **one year** and would be extendable up to maximum 3 years.
02. Further particulars and application forms along with the handout could be obtained from the Office of the Senior Assistant Registrar, Establishments Division of this University up to 22nd December, 2014 by personally calling over or by post by sending a self addressed stamped envelope 25.5 cm x 10 cm in size to reach the Senior Assistant Registrar, Establishments of this University OR could be downloaded from the University web site - www.mrt.ac.lk.
03. Applications accompanying complete curriculum vitae with contact particulars should be addressed to the Senior Assistant Registrar, Academic Establishments under confidential cover to reach the Division on or before 29th December, 2014. The post applied should be indicated on top left hand corner of the envelope.
04. Applicants should channel their application through the Heads of their respective Institutions
05. Applications received after the closing date will be rejected.



Senior Assistant Registrar/Establishments
For Registrar
University of Moratuwa
Moratuwa
4th December, 2014

University of Moratuwa Application Form

For office use:

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I	Post applied	
II	Department	

1.1	Surname with initials (in block capitals)	
1.2	Name in full (in block capitals)	
	(copy of the birth certificate should be attached)	
1.3		
1.4	Civil Status	
1.5	Gender	
1.6	NIC/Passport No.	
1.7	Date of Issue of NIC/Passport	

2.1	Postal Address																		
2.2	Telephone (Residence)					2.3	Mobile												
2.4	Email Address																		

3.1	Date of Birth	Year		Month		Date	
3.2	Age as at the closing date of application	Years		Months		Days	
3.3	Whether citizen of Sri Lanka by descend or registration			3.5	If by registration give reference number and the date of certificate of citizenship		

4	Schools attended		
	Name of the School	From	To
	1.		
	2.		
	3.		

5	Educational Qualifications					
	5.1 G.C.E. O/L Examination		Year			
	Subject		Grade	Subject		Grade
	1.			5.		
	2.			6.		
	3.			7.		
	4.			8.		
	5.2 G.C.E. A/L Examination		Year			
	Subject		Grade	Subject		Grade
	1.			4.		
	2.			5.		
3.			6.			

6	University Education					
	Degree Title	University/Institute	Course Duration	Effective Date	Class or Grade	Courses/subjects followed
(copies of the degree certificates/transcripts containing details requested under 6 should be attached)						

7	Postgraduate Qualifications					
	Degree Title	University/Institute	Course Duration	Effective Date	Class or Grade	Courses/subjects followed
(copies of the degree certificates/transcripts containing details requested under 7 should be attached)						

8	Highest Examination passed in Sinhala/Tamil with grade (indicate whether Degree/A.L/O.L/etc)

9	Professional Memberships		
	Membership type (Co-operate /Associate etc)	Institute	Date on which membership awarded
(copies of the membership certificates should be attached)			

10	Any other Academic Distinctions, Scholarships, Medals, Prizes, etc.	
	Academic Distinctions, Scholarships, Medals, Prizes, etc.	Institution

11	Research & Publications, if any

12	Past experience relevant to the post applied								
	Designation	Name of the Employer	From				To		
			DD	MM	YY		DD	MM	YY
(copies of the experience certificates should be attached)									

13	Present employment				
	Designation	Name of the Employer	Date of Appointment	Sector (Government, Private, etc)	Salary Drawn (State whether basic or consolidated)
(Copy of the appointment letter should be attached)					

14	Particulars of bond obligations to Higher Educational Institutions/Institutes		
	Name of the Institutions/Institute	Obligatory period	Amount due in Rupees

15	Salary point expected from the University within the salary scale advertised and reasons to establish your claim		
	Salary expected	Reasons	

16	Extra curricular activities

17	Names and addresses of two persons to whom reference can be made			
	1		2	

18	I hereby certify that the particulars submitted by me in the application and its annexure 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 the appointment.	
 Date Signature of the Applicant

19	Recommendation by the Head of the Institution (Employees of Government Departments, HEIs, Corporations, etc)		
	I recommend the above application and agree/not agree to release the applicant in case he/she is selected for the post applied.		
 Date Name Signature of the Head of Institution
		 Official Stamp