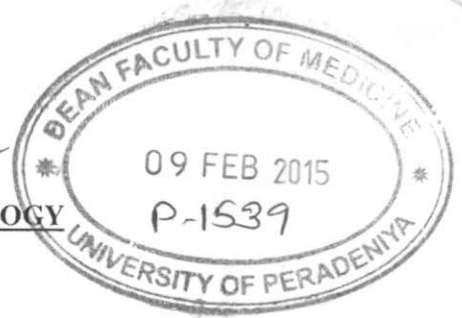


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POSTGRADUATE INSTITUTE OF ARCHAEOLOGY
UNIVERSITY OF KELANIYA
VACANCY



Applications are invited from suitably qualified persons for the post of Library Assistant Gr.III of the Postgraduate Institute of Archaeology.

Applications should be made as per the specimen forms attached and should be forwarded through the Secretary of the UGC or the Registrar of the Higher Educational Institutions / the Rector of the Campus / the Director of the Institute concerned and it should be sent under registered cover to reach the Senior Assistant Registrar / Establishments, Postgraduate institute of Archaeology, University of Kelaniya on or before 16th February, 2015 (Certified Copies of the relevant documents should be enclosed with the application). Applications which do not provide required information or those which do not conform to the other requirements and late applications will be rejected.

Rejected applications will not be considered under any circumstances, without information.

Please note that employees holding permanent cadre posts should not be allowed to apply for another permanent post during their probationary period according to the establishments Circular Letter No. 03/2013 of 15/03/2013.

1. LIBRARY ASSISTANT, GRADE III

Qualifications:

- (i) a) G.C.E. (Ordinary Level) Examination in six (06) subjects at not more than two sittings with credit passes in five (05) subjects. Two (02) of the credit passes must be in Sinhala/Tamil/English Language or Literature.

OR

- b) G.C.E (Ordinary Level) Examination in six (06) subjects at not more than three sittings and who have satisfactorily completed five (05) years permanent service in library of a Higher Educational Institution. Two (02) of the passes at the G.C.E (Ordinary Level) Examination must be in Sinhala/Tamil/English Language or Literature.
- (ii) Age – Not more than 45 years.

Note: Preference will be given to those with Qualifications and or experience in Librarianship.

Salary Scale : UMN1(IIIA) – Rs. 16,070-17x155-18,705 p.m

Selection : By Test and Interview



Ref:

POSTGRADUATE INSTITUTE OF ARCHAEOLOGY
UNIVERSITY OF KELANIYA

APPLICATION FOR THE POST OF

1. Personal Information

1.1 Full Name

1.2 Name with Initial /s
(Whether Mr./Mrs./Miss.)

1.3 a) Address
i. Postal

ii. Private

iii. Place of work

b. Telephone Number (i) Land (ii) Mobile

c. Email Address (if , any)

1.4 Date of Birth

1.5 Age as at closing date of application: Years Months Days

1.6 Sex 1.7 Civil Status

1.8 National Identity card No

2. Educational Record (Attached copy of School leaving Certificates)

2.1

School attended	From	To	Last Class passed

2.2-I G.C.E. (O/L) Examinations (Attached copy of Certificates)

No	Subjects	Grade & Year		
		1 st sitting Yr	2 nd sitting Yr	3 rd sitting Yr
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

2.2 -II G.C.E. (A/L) Examinations (Attached copy of Certificates)

No	Subjects	Grade & Year		
		1 st sitting Yr	2 nd sitting Yr	3 rd sitting Yr
1				
2				
3				
4				

2.3 Any other Educational Qualification (University Education – Degrees, Diploma, Etc) Professionals Qualification (Computer, Finance.....etc) (Attach copies of relevant document)

Course Detail (Name of Institute, Name of Course)	From	To	Course followed (with subjects)	Date of final Examination(Give class or grade)

3. Higher examination passed in Sinhala/English

a. Sinhala

b. English

4. Where a period of experience is a requirement for the post applied, state period of such experience

Institution/Department	Post	From	To	Salary Scale	Job Description/ Designation

5. Extra-Curricular Activities

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6. Other relevant Particulars

7. Present Occupation

7.1

a. Post:

b. Date of appointment to such post:

c. Whether confirmed in the present post:

d. Place of work:

e. Salary scale of the post:

f. Present salary

a) Basic:

b) Allowance:

g. Please state whether increments have been earned annually for 03 years immediately before the Closing date for applications:

7.2 All previous appointment including those under training, if any, with dates:

Department	Post	Salary Scale	From - To

8. Name and address of two referees:

1.

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2.

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I do hereby certify that all particulars submitted by me in this application are true and accurate. I am aware that if any particulars are found to be false or inaccurate, prior to my selection my application will be rejected from, and that if particulars are found to be false or inaccurate after my selection, I will be dismissed from service without compensation.

Date:

.....
Signature of applicant

Recommendation of the Department

Date:

.....
Head of the Department

My No :

Senior Assistant Registrar,
Postgraduate institute of Archaeology.

I hereby certify that the applicant is a permanent employee of this Institution and particulars given overleaf are correct according to his / personal file.

Date :

.....
Registrar/Secretary
(Official Rubber Stamp)