

OCEAN UNIVERSITY
APPLICATION FOR THE POST OF SHROFF

01. (a) Name with initials :

(b) Names denoted by Initials :

02. Whether Mr./Mrs./Miss :

03. (a) Postal Address :
(Any change should be communicated immediately)

(b) Contact Telephone No. : Fixed: Mobile:

(c) E-mail address :

04. National Identity Card No. :

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05. (a) Date of Birth :

(b) Age as at the closing date of applications :
(i.e. 27.06.2025)

06. Gender :

07. Civil Status :

08. Whether Citizen of Sri Lanka :

(State whether by decent or by registration) if by registration, give reference number & date of certificate of citizenship

09. (a) Whether you have been convicted for a civil or criminal case previously:

(b) If 'Yes', state further information on the same:

10. School Education Qualification – A/Level

Subject	Grade	Year
i.		
ii.		

- iii
- iv.

10.(i). School Education Qualification O/Level

Subject	Grade	Year
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- i.
- ii.
- iii.
- iv.
- v.
- vi.
- vii.
- viii.
- ix.
- x.

11. Qualifications (obtained as at the closing date of the applications, i.e. 27 June 2025)
(All qualifications to be considered should be indicated in the application, and the certified copies of certificates/ documents in proof of class/pass of the degree, effective date, duration, and detailed information etc., should be attached to the application)

Degrees/ Diplomas/ Other (If any)	Class/ Pass	University/ HEI/ Institute	Date of Commencement	Effective Date	Duration/ Prescribed period of Study
<u>Bachelor's Degree</u>					
<u>Postgraduate Degree</u>					

<u>Postgraduate Diploma</u>					

<u>Diploma Level Courses</u>					
<u>Certificate Level Courses</u>					

12. **Relevant Training (Short Term) (obtained as at closing date of the applications i.e. 27th June 2025) (All information to be considered should be indicated in the application and the certified copies of certificates should be attached to the application)**

Name of the Programme	Institute	From	To	Duration (Months/ Weeks/ Days)
<u>Months</u>				
<u>Weeks</u>				
<u>Days</u>				

13. **IT related (obtained as at closing date of the applications i.e. 27th June 2025) (All information to be considered should be indicated in the application and the certified copies of certificates/ documents in proof of result, effective date, duration etc. should be attached to the application)**

Name of the Programme	Institute	From	To	Effective Date	Duration (Months/ Weeks/ Days)
<u>Diploma Level</u>					
<u>Certificate Level</u>					
<u>Other</u>					

- 14. Extra-Curricular Activities (obtained as at closing date of the applications i.e. 27th June 2025) (All information to be considered should be indicated in the application, and the certified copies of certificates should be attached to the application):**

1.
2.
3.
4.
5.
6.

Note: The activities/ duties assigned as a part of the job will not be considered as Extra-Curricular activities.

- 15. Any other academic distinctions :**

**Scholarships, medals, prizes etc.
(indicate the Institution from which
such awards have been obtained)**

- 16. (a) Present Occupation(If any) :**

1. Post :.....

2. Date of appointment to such post :.....

3. Whether confirmed in the present post :.....

4. Place of work :.....

Department/ Division :.....

5. Present Salary a. Basic Salary:.....

b. Allowances:.....

(b) Previous appointments if any, with dates.

(All information to be considered should be indicated in the application, and the certified copies of certificates should be attached to the application):

Department/Institution	Post	Salary Scale	From	To
1.				
2.				

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

If the applicant is an employee in a Government / Corporation / Statuary Board this section should be filled by such Head of the Department / Institution.

The applicant will / will not be released if selected for appointment.

.....
**Signature & Rubber Stamp of
The Head of the Institution**

Date: