



SAARC Cultural Centre (SCC)
NO. 224, Bauddhaloka Mawatha, Colombo. Sri Lanka

APPLICATION FORM

Name of the post -Deputy Director (Research)

INSTRUCTION: Please fill up the form completely and clearly. Type or print in ink. If needed, additional pages may be attached. Be sure to sign and date the form.		Affix Photograph		
1. Name (As per certificate):				
2. Present Address (with Tel. /Cell. /E-mail Number):				
3. Mailing Address (If separate from present address):				
4. Permanent Address (with Tel./Cell. /E-mail Number):				
5. A) Place of Birth:				
5. B) Date of Birth:		Day	Month	Year
5. C) Age as on 20 th March 2026		Day	Month	Year
6. (A) Citizenship at Birth:		6. (B) Present Citizenship:		
7. Sex (Check):		<input type="checkbox"/> Male		<input type="checkbox"/> Female

8. Marital Status (Check):

Married	Single	Widowed	Divorced	Separated
---------	--------	---------	----------	-----------

9. List of dependent(s)

Name	Date of Birth	Relationship

10. Have you taken up legal residence status in any country other than that of your nationality?

Yes	No
-----	----

If "Yes", which country?

11. Have you taken any legal steps towards changing your present nationality?

Yes	No
-----	----

If "Yes", explain why?

.....

.....

.....

12. Educational background: Furnish details starting from Degrees (Enclose true copies of supporting documents):

Name of Institution / University and Place	Degree / Diploma / Certificate	Year	Class / Division /outstanding achievements	Main subject(s)

--	--	--	--	--

13. State your professional competence in the post applied for (Not more than 150 words, please enclose supporting documents, if any):

14. Language proficiency [Please tick (✓) in the appropriate box. Also enclose certificate if there be any]:

	Read			Write			Speak		
	Excellent	Good	Fair	Excellent	Good	Fair	Excellent	Good	Fair
English									
Others:									

15. Employment Record: Starting with your present or most recent post, list in reverse order every employment during the last fifteen years and any significant experience not included in that period which you believe will be helpful in evaluating your record. Use a separate block for each post. Use additional sheets of paper as required.

A:

Dates		Salaries per annum (Excl. Allowances)		Exact title of your post
		Starting	Present	
From	To			
...../...../...../...../.....			
Name of Supervisor				
Name & address of Employer		Net Salary	Number & kind of employees supervised by you:	
			Professional -	
			Other support staff -	
Description of your work:				

B:

Dates		Salaries per annum (Excl. Allowances)		Exact title of your post
		Starting	Present	
From	To			
...../...../...../...../.....			
Name of Supervisor				
Name & address of Employer		Total salary	Number & kind of employees supervised by you:	
			Professional -	
			Other support staff -	
Description of your work:				

--

C:

Dates		Salaries per annum (Excl. Allowances)		Exact title of your post
		Starting	Present	
From	To			
...../...../...../...../.....			
Name of Supervisor				
Name & address of Employer		Total Tax	Number & kind of employees supervised by you: Professional - Other support staff -	
Description of your work:				

D:

Dates		Salaries per annum (Excl. Allowances)		Exact title of your post
		Starting	Present	
From	To			
...../...../...../...../.....			
Name of Supervisor				
Name & address of Employer		Total Tax	Number & kind of employees supervised by you: Professional - Other support staff -	
Description of your work:				

--

16. List of Professional publications & reports (Please attach separate sheets, if required):

17. List of Membership in professional bodies (please attach separate sheet, if required):

Sl. No.	Descriptions

18. Have you any objections to making inquire of your present / last employer?

 Yes

 No

19. References: List three persons not related to you who are familiar with your character and qualifications.

Full Name	Full Address with telephone no.

20. Legal convictions (include all convictions other than those for minor violations like road traffic). Please state last first.

Charge	Date	Where	Conviction

21. State any other relevant facts. Include information regarding any residence or prolonged travel abroad, giving dates, areas, purposes, etc.

I certify that the statements made by me in the foregoing items are true, complete, and correct to the best of my knowledge and belief. I understand that any false statements or any required information withheld from this form may provide grounds for the withdrawal of any offer of appointment or dismissal.

Date: _____

Signature: _____

Recommendation by the employer

I do hereby certify that Dr. /Mr. /Ms. /Mrs. _____

_____ of _____

shall be released on deputation to join the SAARC Cultural Centre (SCC), Colombo, Sri Lanka as per stipulated date if he/she is appointed as

Date: _____

Signature: _____

Name: _____

Address: _____

Officer Seal

Recommendation of the concerned Ministry

I do hereby certify that Dr. /Mr. /Ms. /Mrs. _____

_____ of the Ministry of _____

shall be released on deputation to join the SAARC Cultural Centre (SCC), Colombo, Sri Lanka (SCC), as per stipulated date if he/she is appointed as

Date: _____

Signature: _____

Name: _____

Address: _____

Officer Seal
