



**University of Sri Jayewardenepura
Faculty of Management Studies & Commerce
Department of Public Administration**

Application Form for the Diploma in Public Management - 2019

Note: Before filing the application, please read carefully all the instructions given at the end of the Application.

**Coordinator
Department of Public Administration
Faculty of Management Studies and Commerce
University of Sri Jayewardenepura
Gangodawila, Nugegoda.
Tel: 011-2801855/ 011-2802006
Fax: 011-2801855/011-2803653
E-mail: dpm@sjp.ac.lk**

**A photo of you
(Paste here)**

1. PERSONAL DETAILS

1.1 Name in full (Use Block Letters)

1.2 Name with initials

1.2.1 Name in Full (In Sinhala) Please write your name correctly as this will be used for the final certificate.

1.3 Address (Permanent Residence)

Contact Address (if different 1-3)

1.4 Mark (x) where appropriate

Male

Female

Single

Married

1.5 National Identity Card No

V

1.6 Date of Birth

DD/MM/YY

1.7 Phone: Residence

Office

Mobile

E-mail

2. ACADEMIC & PROFESSIONAL QUALIFICATIONS

2.1 Secondary School Education:

G.C.E. Ordinary Level

Name of the School	From year to year	Main Subjects	Grades Obtained
		Mathematics	
		English	

G.C.E. Advanced Level				
Name of the School	From Year to Year	Main Subjects	Grades Obtained	
2.2 Any other Qualifications:				
Name of the Institution	From Year to Year	Degree/Diploma & Class obtained	Main Course and Subjects	
2.3 Professional/Technical Education				
Name of the Institution	From Year to Year	Professional Qualification Obtained	Main Course and Subjects of Study	
2.4 Membership in recognized Professional Institutions				
Name of the Institution	Address	Professional Qualifications	Field and Date	
3. WORK EXPERIENCE				
Status	Name of the Organization	Date of Joined & Date of Left	Nature of Work	Position Held
Present				
Previous				
Previous				
4. LANGUAGE PROFICIENCY (Write the appropriate: very good/good/weak)				
Language	Reading	Writing	Understanding	Speaking
Sinhala				
English				
Others (Specify)				

5. OTHER INFORMATION

5.1 Have ever been interdicted, suspended, fined dismissed being the subject of arbitration, Labour Tribunal case in connection with work? If so, give details.

5.2 How do you suppose to finance for this Diploma Course? (Indicate "X" mark)

Private Sponsored by the Employer Any Other Way (specify)

5.3 Mention briefly why do you wish to enroll in the Diploma in Public Management.

6. PLEASE ENSURE THAT ALL QUESTIONS HAVE BEEN ANSWERED IN FULL, BEFORE SIGNING THE APPLICATION.

I the undersigned certify that the statements made by me herein are complete and true to the best of my knowledge and belief. I understand that any willful miss-statement renders me liable to dismissal, if employed.

SIGNATURE

DATE

INSTRUCTIONS

- This application should be completed in English, legibly and neatly.
- Incomplete applications will be rejected.
- Full name should be written strictly in accordance with the Birth Certificate when writing the name with initials "Name" which is the last part of the full name should be written first and initials, which denote the other parts of the full name, should be written thereafter.
- **Completed application form with two (02) passport size photographs, two 9" x 4" self addressed Rs. 15/- stamped envelopes and proof of payment (paying voucher & the deposit slip for Rs. 200/-) can be mailed (registered post) or handed deliver to the above address to reach the Department of Public Administration **on or before 25th December 2018.****

For Office Use only

Recommended the Registration

Approved the Registration.

Course Coordinator

Head of the Department