

APPLICATION FOR THE POST OF DIRECTOR

1. PERSONAL INFORMATION

1.1 Full Name			
1.2 Name with Initials (Prof./Dr./Mr./Mrs./Miss.)			
1.3 National Identity Card No.			
1.4 Date of Birth	Day: _____ Month: _____ Year: _____		
1.5 Age as at 30.10.2026	Years: _____ Months: _____ Days: _____		
1.6 Nationality			
1.7 Permanent Address			
1.8 Address for Correspondence			
Telephone – Office		Mobile	
E-mail Address		Alternative E-mail	

2. PRESENT EMPLOYMENT

2.1 Present Designation	
2.2 Institution / Organization	
2.5 Nature of Appointment	☐ Permanent ☐ Contract ☐ Other: _____

3. ACADEMIC AND PROFESSIONAL QUALIFICATIONS

List qualifications commencing with the highest qualification. Attach certified copies.

No.	Qualification	Field / Specialization	University / Institution	Year	Class / Grade
1					
2					
3					
4					
5					
6					

4. ACADEMIC EXPERIENCE

No.	Institution	Position Held	From	To	Main Responsibilities
1					
2					
3					
4					
5					
6					

5. ADMINISTRATIVE, MANAGEMENT AND LEADERSHIP EXPERIENCE

No.	Institution	Position Held	From	To	Main Responsibilities / Achievements
1					
2					
3					
4					
5					
6					
7					
8					

6. RESEARCH, PUBLICATIONS AND PROFESSIONAL ACHIEVEMENTS

6.1 Research publications / scholarly work:

6.2 Research projects / grants:

6.3 Professional achievements / awards / appreciations:

6.4 Memberships of professional bodies / learned societies:

6.5 Other relevant achievements:

7. PREVIOUS EXPERIENCE AS DIRECTOR

Have you previously held the post of Director in any Institute? ☐ Yes ☐ No

Name of Institute: _____

Period of service: From _____ To _____

8. PROPOSED ACHIEVEMENTS AS DIRECTOR

Provide a brief account of what you propose to achieve if appointed as Director. Where applicable, include measurable objectives, priorities and expected outcomes.

9. DECLARATION OF THE APPLICANT

I hereby declare that the information and documents submitted with this application are true and accurate to the best of my knowledge and belief, and that I am a citizen of Sri Lanka who satisfies the prescribed eligibility requirements for the post of Director, PIM. I agree to abide by the Universities Act No. 16 of 1978, PIM Ordinance No. 03 of 2018, applicable University/UGC rules and regulations, and UGC Commission Circular No. 01/2024. I understand that any false or inaccurate information, or an incomplete, late, or non-compliant application, may result in rejection of my application or dismissal from service, without compensation.

Date:.....

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Signature of the Applicant

10. RECOMMENDATION OF THE EMPLOYER / HEAD OF THE DEPARTMENT

If the applicant is selected for the applied post he/she can be released from the service of this Division/Department.

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Date

Signature of the Head of the Department

Official Seal :

DOCUMENT CHECKLIST

No.	Document	Attached (✓)	Page No
1	Completed Application Form	☐	
2	Statement of Vision for the development of PIM	☐	
3	Brief account of proposed achievements as Director	☐	
4	Report on accomplishments during previous period of office, where applicable	☐	
5	Complete Curriculum Vitae including date of birth	☐	
6	Certified copy of Birth Certificate	☐	
7	Certified copies of academic qualifications	☐	
8	Certified copies of professional qualifications, where applicable	☐	
9	Documentary evidence of leadership / administrative experience	☐	
10	Documentary evidence of research publications / professional achievements / appreciations, where applicable	☐	
12	Other supporting documents (If any)	☐	