

**SUGARCANE RESEARCH INSTITUTE
APPLICATION FOR THE POST OF
ADMINISTRATIVE OFFICER**

1. Personal Details							
Name in Full							
Address							
Date of Birth				National ID No.			
Sex				Civil Status			
Contact Tel. Nos.							
2. Qualifications							
I	Degree		Year : University: Subject Area : General/Special : Class Obtained:				
II			Year : University: Subject Area : General/Special : Class Obtained:				
3. Relevant Experience							
I	Prior to graduation		Period		Employer	Position held	Area
			<u>From</u>	<u>To</u>			
II	After graduation		Period		<u>Employer</u>	<u>Position held</u>	<u>Area</u>
			<u>From</u>	<u>To</u>			

4.	Relevant additional qualifications	
8.	Extra Curricular Activities (Sports, Societies)	
9.	Any other relevant competencies	
10.	Why do you wish to apply for this post	
11.	Whether you have been convicted by the Courts for any offence.	
	If so give details	

* Please attach the copies of the certificates and relevant documents.

** If space is not sufficient to write the details, submit them as attachment.

I certify that the information given above are true and correct to best of my knowledge.

.....
Signature of the Applicant

Date:

Certification by the Head of the Institute:
(Applicable only for the applicants of Government/Semi Government/Corporations and Statutory Board)

I do hereby declare that the applicant, Dr/Mr/Mrs/Miss
is serving in the post of of the
Institution/Department from on permanent/temporary/casual basis and he/she can be/cannot be released
from the service, if he/she will be selected for the post applied.

.....
Signature of the Head of the Institute/Department with official stamp

Date :
Name of certifying officer :
Post :
Address :
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