

# **Instructions to Applicants for Submission of Applications**

## **1. Read the advertisement completely**

- Before applying, candidates should read the advertisement and instructions published on the university website in full.
- Candidates should ensure that they meet the minimum qualifications required for the post/s applied for.

## **2. Application Range**

- A candidate can apply for only one of the posts mentioned in the advertisement using one application form. If applying for more than one post, they should apply for each post separately.

## **3. Completion of the application form**

- All required fields in the Google Form must be filled in and completed. (In this system, it is not possible to fill in only a few fields, save that part and fill in the remaining fields at another time or later).
- Incomplete applications and applications that do not follow the instructions will be rejected.

## **4. Acknowledgement of receipt of application**

- Candidates who have successfully submitted their applications will receive an automated email as confirmation.
- If such confirmation is not received, the application has not been submitted correctly, and the candidate will not be considered.

## **5. Accuracy of Information**

- Candidates must provide true and accurate information.
- Submission of false or inaccurate information may lead to disqualification for selection or termination of service without compensation if discovered after appointment.

## **6. Deadline for Submission**

- Candidates must submit their applications before the closing date and the University of Colombo will not be responsible for late applications.
- The University of Colombo will not be responsible for delays beyond its control.

## **7. Completion of the Process**

- Submission of the Google Form alone does not complete the application process.
- After completing the Google Form (Submit), candidates will receive their application in a PDF document via automatic email.
- If any corrections need to be made in the submitted Google Form, the relevant correction should be made in a copy of the application (PDF document) received via automatic email and made there only.
- A copy of the PDF document thus received, along with copies of the certificates certified should be sent to the Non-Academic Institutions Division by the Secretary/Rector/Registrar/Director of the institution where he/she works on or before the last date of calling for applications.

## **8. Assistance for Applicants**

- For any issues arising during the application process, the Non-Academic Institutions Division can be contacted at 011-2553644.