



# Management Development Training Unit Northern Provincial Council

## APPLICATION FOR THE CERTIFICATE COURSE IN PROCUREMENT PROCEDURE AND CONTRACT ADMINISTRATION (CIPPCA)

2019/2020

*For Office Use Only*

| <b>(Please use Block Letters / All cages must be completed)</b> |           |
|---|-----------|
| 1. Full Name: (Mr./Mrs./Miss.)                                  |           |
| 2. National Identity Card No.:                                  |           |
| 3. Department/Institution:                                      |           |
| 4. i. Service: (Class and Grade of the Service if any)          |           |
| ii. Designation:  |           |
| 5. Address  |           |
| Office:   | Personal: |
| Tel:  | Tel:      |
| Fax:  | Mobile:   |
| e-mail:   | e-mail:   |
| 7. Educational Qualifications:                                  |           |
| 8. Professional Qualifications:                                 |           |

9. Working Experience:

| Post | Period |
|------|--------|
|      |        |
|      |        |
|      |        |
|      |        |

10. Experience in Procurement field if any: (Describe Briefly)

I certify that the particulars given above are true and correct.

.....  
Date

.....  
Signature of the Applicant

Director,  
MDTU – NPC

I am nominating Mr./Mrs./Miss. .... to follow in the Certificate Course in Procurement Procedure and Contract Administration. The nominee's application is duly completed. He/She will be released to follow the Course if selected.

.....  
Signature  
(Head of the Organization)

.....  
Date

Name and Designation: .....  
(Official Seal)

**Note:**

\* Please address all inquiries to Director, Management Development Training Unit, NPC

**Important:** The application should reach the MDTU – NPC, 68, Crosset Lane, Chundikkuli, Jaffna.

Lectures will be conducted in every Fridays (08.30am-04.30pm) from 24<sup>th</sup> May 2019 at Training Hall, Nallur Pradeshiya Sabha, Adiyapatham Road, Thirunelveli.