



e-Recruitment Portal

Eastern University, Sri Lanka

User Manual – V 1.0

<https://application.esn.ac.lk>

e-Recruitment Portal – Eastern University, Sri Lanka

<https://application.esn.ac.lk>

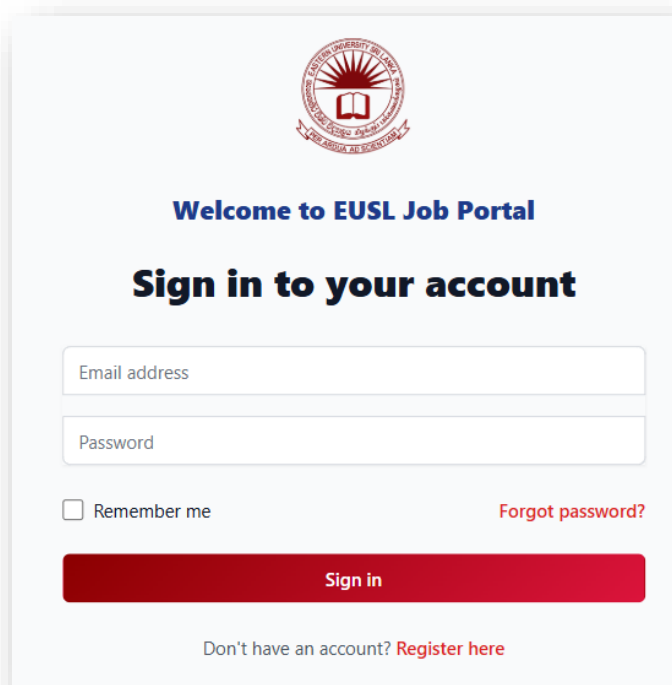
Pre-requisites:

Please check whether you have scan copy of the following documents before submitting application(s).

- Birth Certificate
- Degree/ Diploma certificate(s) (If any)
- School Leaving Certificate (for primary level positions)
- G.C.E (O/L) Certificate(s)
- G.C.E (A/L) Certificate(s)
- Evidence for Professional qualification(s) (If any)
- Evidence for Extra Curricular activities (If any)
- Payment Evidence

Step-1: Login

Visit <https://application.esn.ac.lk>





Welcome to EUSL Job Portal

Sign in to your account

Email address

Password

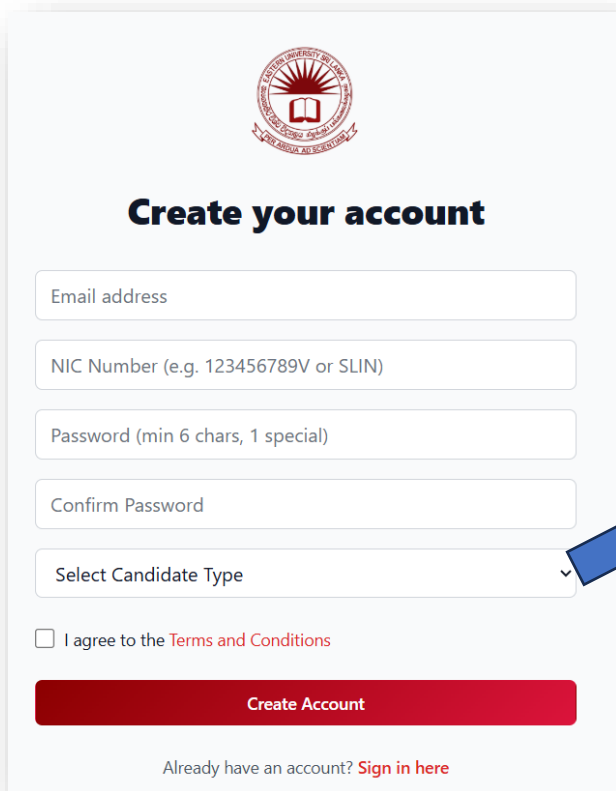
☐ Remember me [Forgot password?](#)

Sign in

Don't have an account? [Register here](#)

If you have not registered with this portal before, Click on **Register Here**. Or if you have registered before, please Sign in with registered email and password and continue with **Step-3**

Step-2: Registration





Create your account

Email address

NIC Number (e.g. 123456789V or SLIN)

Password (min 6 chars, 1 special)

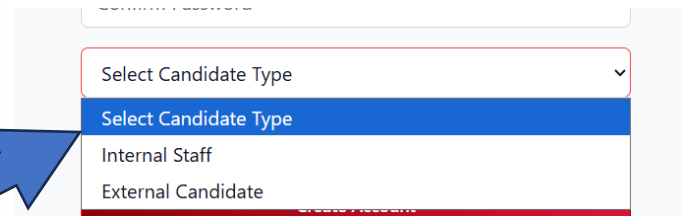
Confirm Password

Select Candidate Type

☐ I agree to the [Terms and Conditions](#)

Create Account

Already have an account? [Sign in here](#)



Select Candidate Type

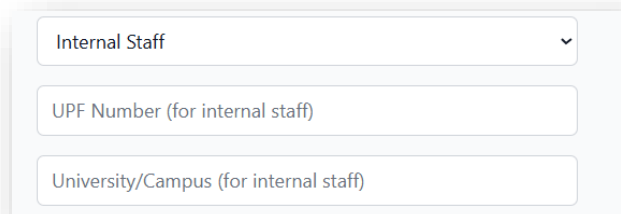
Select Candidate Type

Internal Staff

External Candidate

If you are working in any State university, please select **Internal Staff**, otherwise **External Candidate**

If you select **Internal Staff**, you have to provide your UPF Number and the name of the University you are working for, as additional detail.

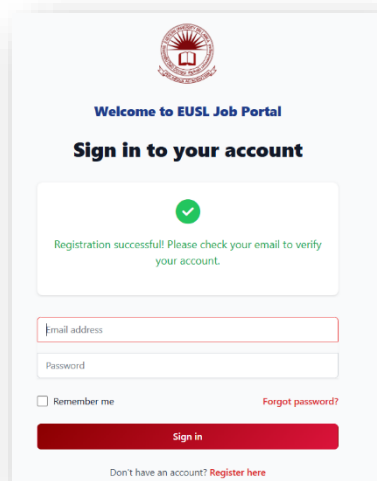


Internal Staff

UPF Number (for internal staff)

University/Campus (for internal staff)

After filling all details, click the **Create Account** button.





Welcome to EUSL Job Portal

Sign in to your account



Registration successful! Please check your email to verify your account.

Email address

Password

☐ Remember me [Forgot password?](#)

Sign in

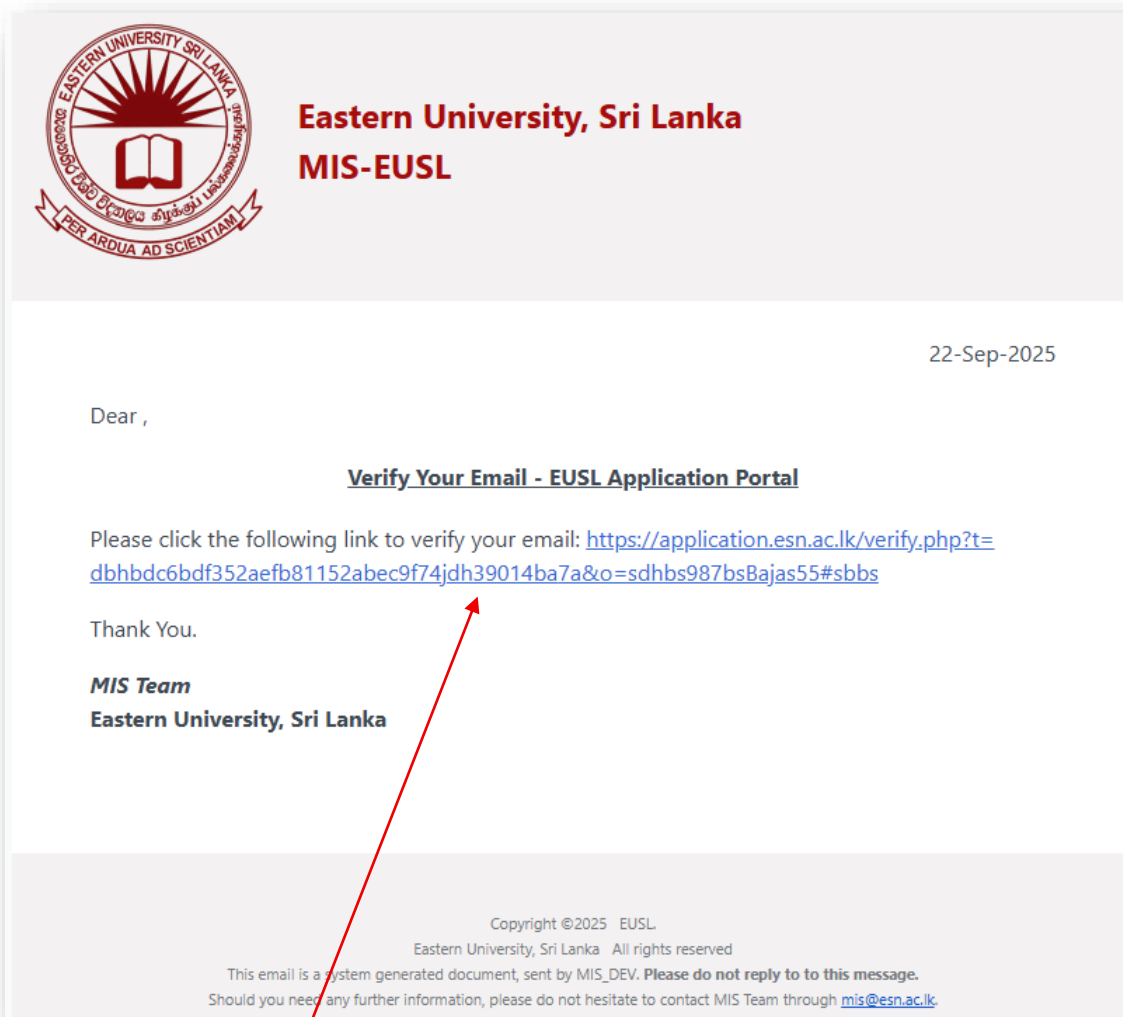
Don't have an account? [Register here](#)

Please check your Inbox to verify your email with title **[MIS-EUSL] Verify Your Email - EUSL Application Portal**

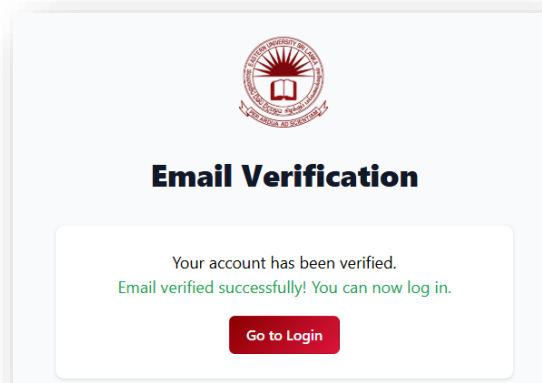
no-reply-mis

[MIS-EUSL] Verify Your Email - EUSL Application Portal - Eastern University, Sri Lanka MIS-EUSL

Open the above email



Click the link provided in the email body to verify your email.



Click the [Go to Login](#) button to continue with the portal

<https://application.esn.ac.lk>

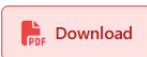
Step-3: Dashboard

The screenshot shows the EUSL Job Portal Dashboard. At the top, there's a red header with the EUSL logo and 'EUSL Job Portal'. On the right, it says 'Dashboard' and 'Welcome, ananthmail@gmail.com' next to a user profile icon. Below the header, there are four summary cards: 'Total Applications' (2), 'Pending' (1), 'Shortlisted' (0), and 'Interviews' (0). The main content area is divided into two sections. The first section, 'Available Positions (14)', has a filter dropdown set to 'All Categories'. It displays four job listings: 'Post of Technical Officer (Audio Visual) Grade III', 'Post of Public Health Inspector Grade III', 'Post of Management Assistant Grade III (Store-Keeping)', and 'Post of Management Assistant Grade III (Book-Keeping)'. Each listing shows the department, closing date, time left, and a status button (Submitted, Pending Submission, or Apply Now). The second section, 'My Applications', contains a table with columns: POSITION, DEPARTMENT, APPLIED DATE, STATUS, and ACTIONS. It lists two applications: 'Post of Public Health Inspector Grade III' (DRAFT) and 'Post of Technical Officer (Audio Visual) Grade III' (SUBMITTED). Red arrows point from the 'Available Positions' and 'My Applications' sections to labels below the screenshot.

Available Positions

Already applied/ pending applications

Submitted



Already submitted

Pending Submission

Started the application and not yet submitted. Can resume the application process

Apply Now

Not applied and could be applied

PDF Preview

Preview the application with data entered

Resume

Started the application and still not submitted. Could be resume the application

Delete

Remove the started/ submitted application

Download PDF

Download the application for the printing

Step-4: Apply for a position

If you click **Apply** or **Pending Submission** or **Resume** button the following interface will appear.

1

Personal Info

2

Education

3

Experience

4

Review

Apply Now

Pending Submission

Resume

Application for the Post of Technical Officer (Audio Visual) Grade III

NON-ACADEMIC

Office of the Registrar, Office of the Registrar

Closing Date: 2025-09-25

Personal Information

Title *

Select Title

Name with Initials *

E.g. D. John

Full Name *

E.g. David John

Permanent Address *

Address Line 1 [E.g. No. 10, Main Street]

Address Line 2 [E.g. 2nd Floor] (Optional)

Address Line 3 [E.g. Lotus Park] (Optional)

City [E.g. Colombo]

Postal Code [E.g. 001200]

Select District

Postal Address

same as Permanent Address ☐

Address Line 1 [E.g. No. 10, Main Street]

Address Line 2 [E.g. 2nd Floor] (Optional)

Address Line 3 [E.g. Near Park] (Optional)

City [E.g. Colombo]

Postal Code [E.g. 001200]

Select District

Telephone (Residence)

[E.g. 011-2345678] (Optio

Mobile *

[E.g. 071-2345678]

WhatsApp

[E.g. 071-2345678] (Optio

NIC Number *

198028303997

Email *

ananthmail@gmail.com

Date of Birth *

mm/dd/yyyy

Age at Apply

Civil Status *

Select Status

Citizenship *

Select

Birth Certificate

Choose File

No file chosen

Upload certified copy of birth certificate (PDF, JPG, PNG - max 1MB)

Previous

Save Draft

Next

* Mandatory

In **Permanent Address** and **Postal Address**, Address Line-1, City, Postal Code, District are mandatory

Note:

- You can start an application, save as draft in the middle and continue later before the closing date.
- If you Click the Next button, all the details will be saved as draft.

<https://application.esn.ac.lk>

[6]

Educational Qualifications

Secondary Education

School Attended

From Year

To Year

Medium

Select



+ Add School

G.C.E. Ordinary Level

Attempt 1

Year

Index Number

Subject

Grade

+ Add Subject

O/L Certificate (Attempt 1)

Choose File

No file chosen

Attempt 2 (if applicable)

Year

Index Number

Subject

Grade

+ Add Subject

O/L Certificate (Attempt 2)

Choose File

No file chosen

G.C.E. Advanced Level

Attempt 1

Year

Index Number

Stream

Z-Score

Common General Test

General English

Subject

Grade

+ Add Subject

A/L Certificate (Attempt 1)

Choose File

No file chosen

Attempt 2 (If any)

Year

Index Number

Stream

Z-Score

Common General Test

General English

Subject

Grade

+ Add Subject

A/L Certificate (Attempt 2)

Choose File

No file chosen

→ Add more records

Higher Education

University/Institute

Degree/Diploma

Subject/Field of Study

Class/Grade/GPA

Duration From

Duration To

Effective Date

Certificate

Choose File

No file chosen

+ Add University Education

Professional Qualifications

Qualification

Institute

Effective Date

Duration

Certificate

Choose File

No file chosen

+ Add Professional Qualification

Language Proficiency

Language

Sinhala

Highest Examination

Year

Institution

Language

English

Highest Examination

Year

Institution

Language

Tamil

Highest Examination

Year

Institution

Academic Distinctions

Institution

Year

Award

+ Add Academic Distinction

Research, Publications & Communications

Type

Description

Select Type

+ Add Research/Publication

Experience & Additional Information

Extra-Curricular Activities

Activity

Evidence

Choose File

No file chosen

+ Add Activity

Typing & Shorthand Proficiency

Proficiency in Type-Writing

Medium

Speed (WPM)

Select Medium

+ Add Type-Writing

Proficiency in Shorthand

Medium

Speed (WPM)

Select Medium

+ Add Shorthand

Current Employment

Employer

Designation

Date of Appointment

Date of Confirmation

Salary Scale

Basic Salary

Allowances

Work Experience

Designation

Employer

From

To

Salary Scale

Relevant to the post applied?

+ Add Past Experience

Other Relevant Information

Any other relevant information...

+ Add Other Relevant Information

Payments

Method

Amount

Date

Slip

Choose File

No file chosen

Referees

Referee 1

Name *

Affiliation *

Address

Telephone *

Email *

Referee 2

Name *

Affiliation *

Address

Telephone *

Email *

Previous

To go to previous page

Save Draft

To save the application as draft

Next

To go to next page

When you click Next in the [Experience & Additional Information](#) page, preview page will be displayed (as shown in the next page). You can confirm the data entered by you using the page or you can download Your application preview (draft) by click the  button

After confirming all the details,

Tick the ☐ I certify that the information provided is true and accurate to the best of my knowledge. *
and click the  button to submit your application.

Review & Submit Application

Application for the : **Post of Technical Officer (Audio Visual) Grade III**
Department: **Office of the Registrar**

1. PERSONAL INFORMATION

Name with Initials

Title

Full Name

Postal Address

Permanent Address

Telephone Number (R)

Telephone Number (M)

N.I.C No

Email

Date of Birth

Age (as at Closing date)

Civil Status

Mod Amount Date Eidence

Referees

Name	Affiliation	Address

Important

Please review all information carefully before submitting. Once submitted, you cannot edit your application.

☐ I certify that the information provided is true and accurate to the best of my knowledge. *

 **Preview Draft PDF**

Previous

Save Draft

Submit Application

Step-5: Download Application for Printing

After submitting you can download the final PDF file using

Method-1:

The screenshot shows the EUSL Job Portal dashboard. At the top, there's a red header with the EUSL logo, 'EUSL Job Portal', 'Dashboard', and a welcome message 'Welcome, ananthmail@gmail.com' next to a user profile icon. Below the header, there are four summary cards: 'Total Applications' (2), 'Pending' (1), 'Shortlisted' (0), and 'Interviews' (0). The main section is titled 'Available Positions (14)' with a 'Filter by Category' dropdown set to 'All Categories'. Two job listings are visible. The first listing is for 'Post of Technical Officer (Audio Visual) Grade III' under the 'NON-ACADEMIC' category, Office of the Registrar, with a closing date of 2025-09-25 and 2 days, 9 hours, 40 minutes left. It shows a 'Submitted' status with a green checkmark and a red 'Download' button with a PDF icon, which is highlighted by a red rectangle. The second listing is for 'Post of Management Assistant Grade III (Book-Keeping)' under the 'NON-ACADEMIC' category, Office of the Registrar, with the same closing date and time left. It shows a 'Pending Submission' status with a yellow clock icon and a yellow button.

Method-2:

My Applications				
POSITION	DEPARTMENT	APPLIED DATE	STATUS	ACTIONS
Post of Management Assistant Grade III (Book-Keeping)	Office of the Registrar	2025-09-23 10:49:41	DRAFT	Resume PDF Preview Delete
Post of Technical Officer (Audio Visual) Grade III	Office of the Registrar	2025-09-23 10:48:56	SUBMITTED	Download PDF