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

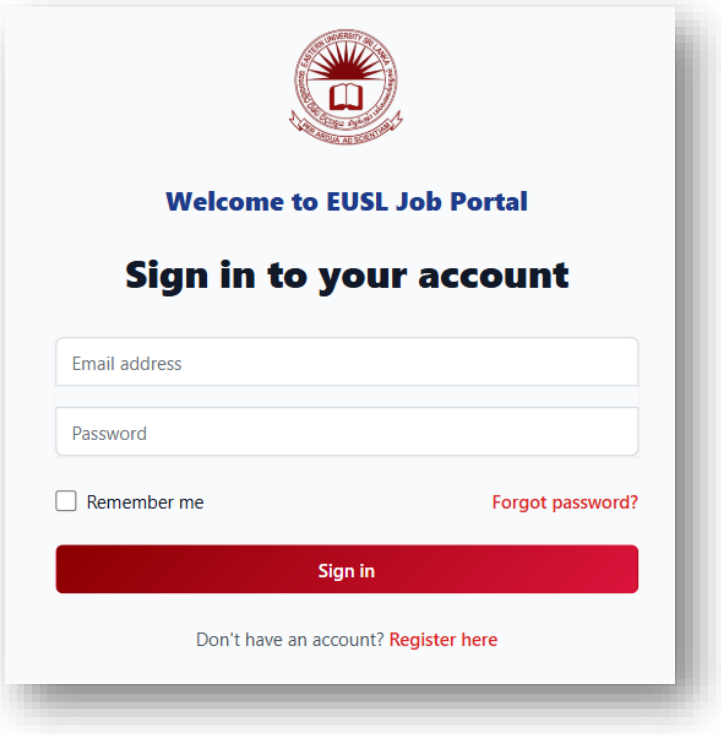
Pre-requisites:

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

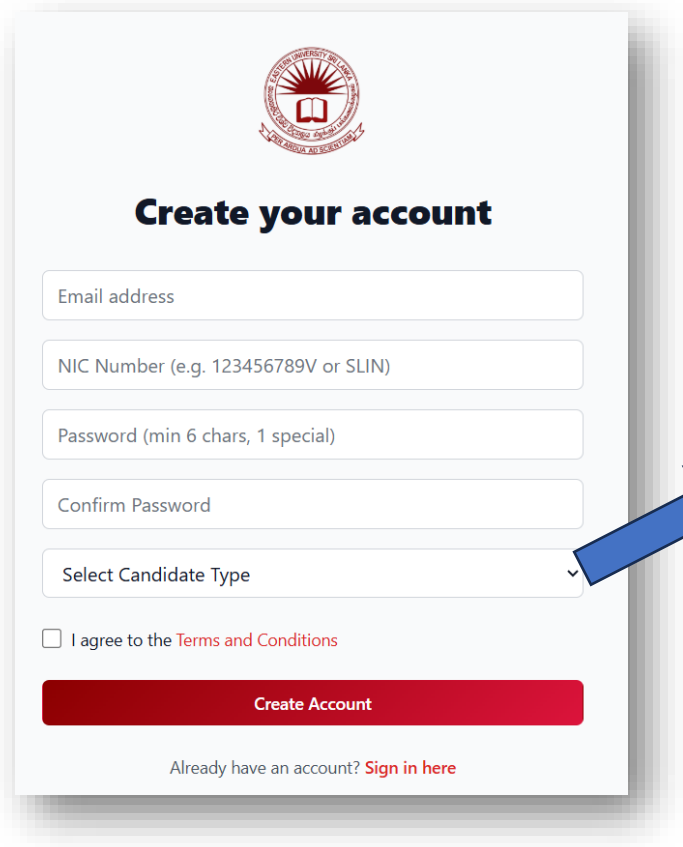
Step-1: Login

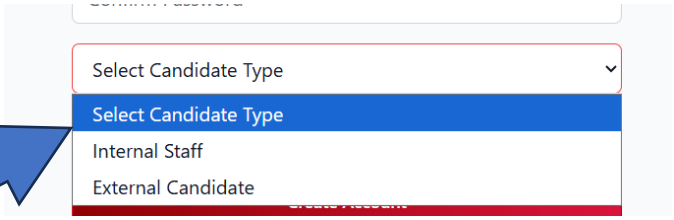
Visit https://application.esn.ac.lk



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**

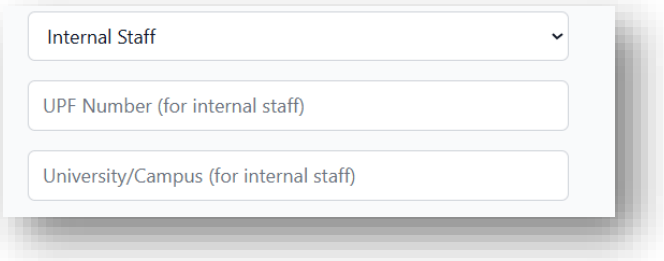
Step-2: Registration



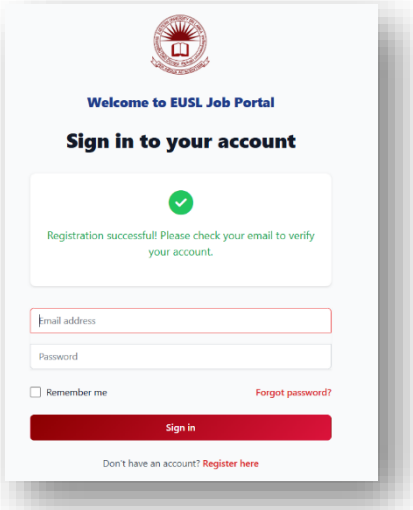


If you are working in any State university, please select **Internal Staff**, otherwise **External Candidate**

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.

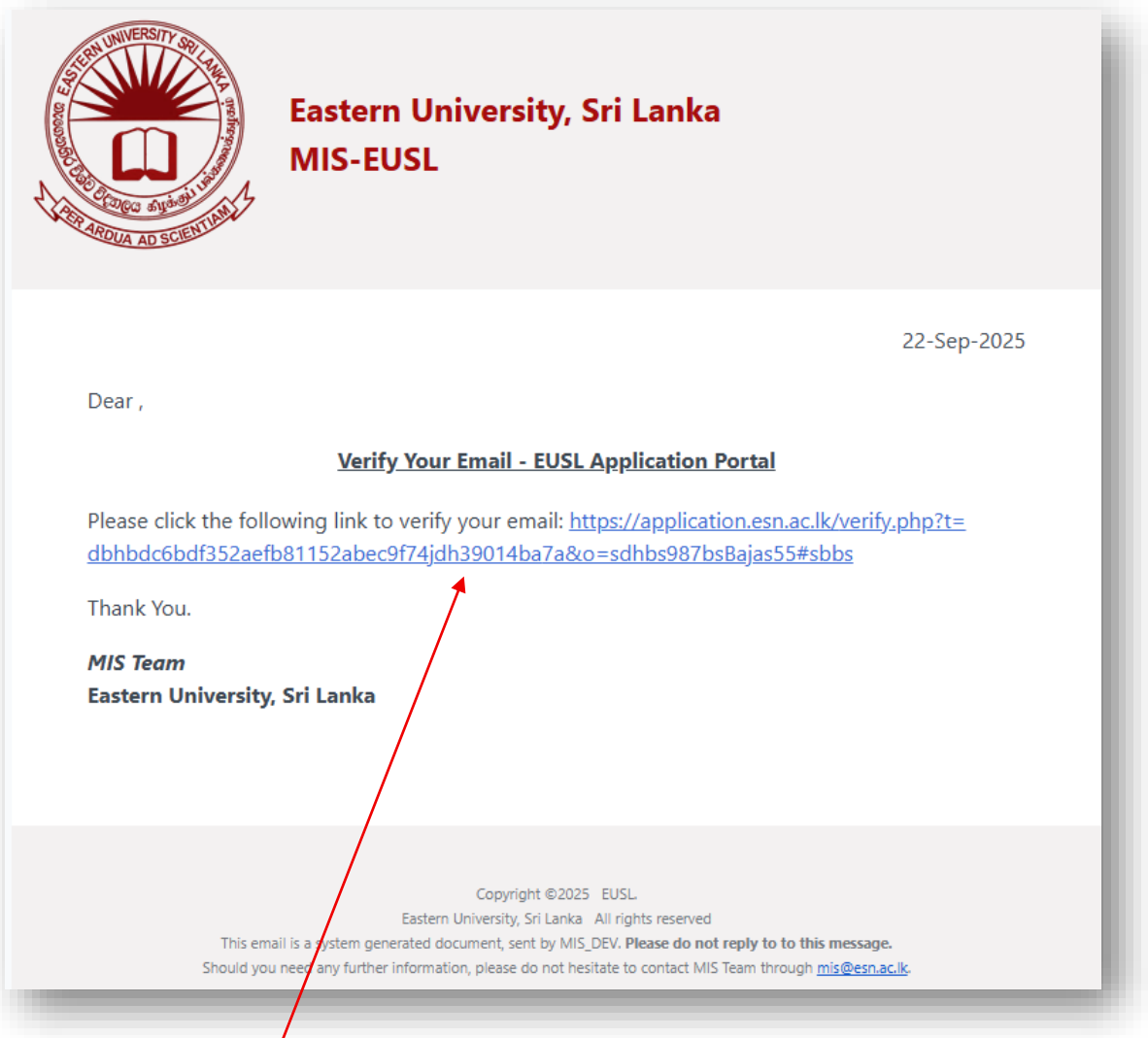


After filling all details, click the **Create Account** button.

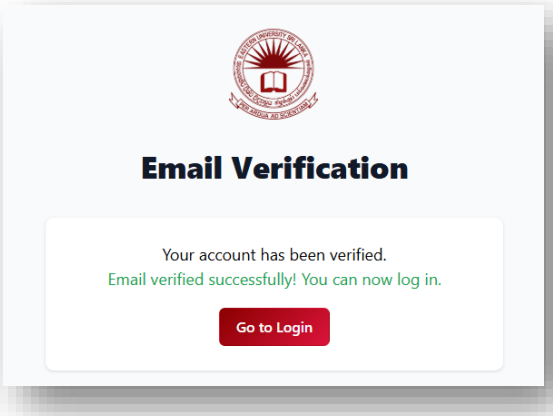


Please check your Inbox to verify your email with title **[MIS-EUSL] Verify Your Email - EUSL Application Portal**

Open the above email

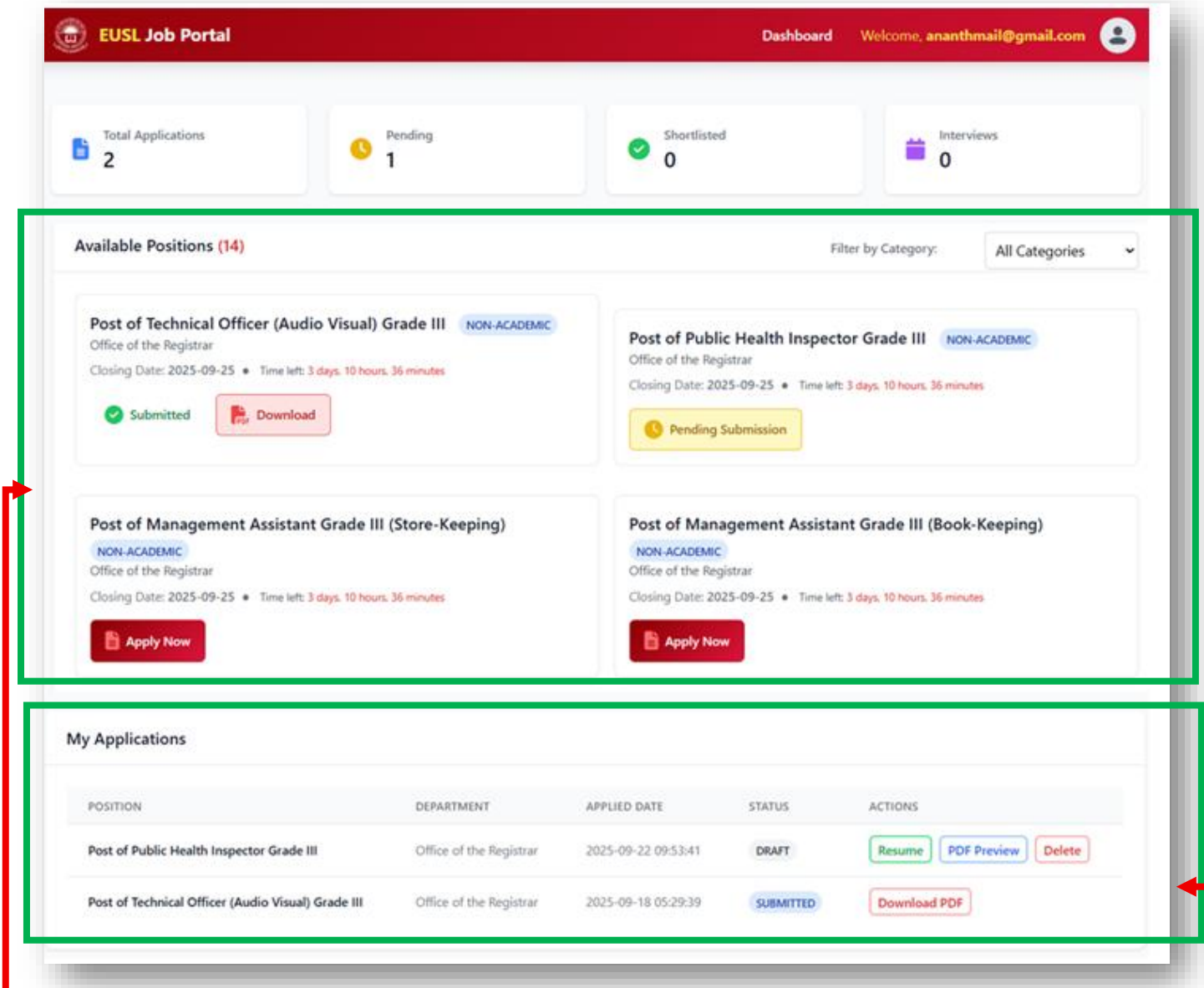


Click the link provided in the email body to verify your email.



Click the Go to Login button to continue with the portal

Step-3: Dashboard



Available Positions

Already applied/ pending applications

Submitted Download — 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

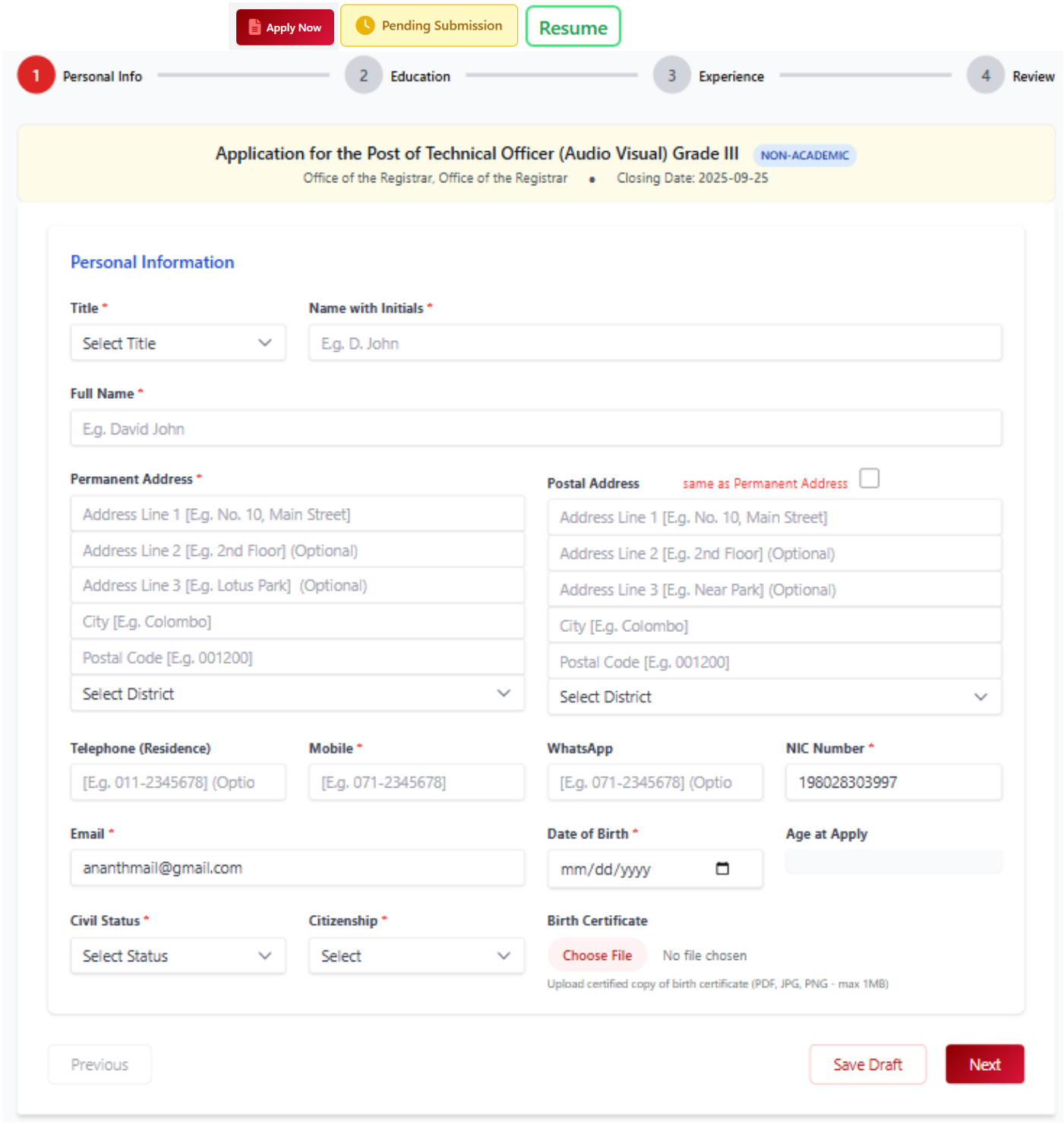
Resume — Started the application and still not submitted. Coud be resume the application

Delete — Remove the started application

Download PDF — Download the application for the printing

Step-4: Apply for a position

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



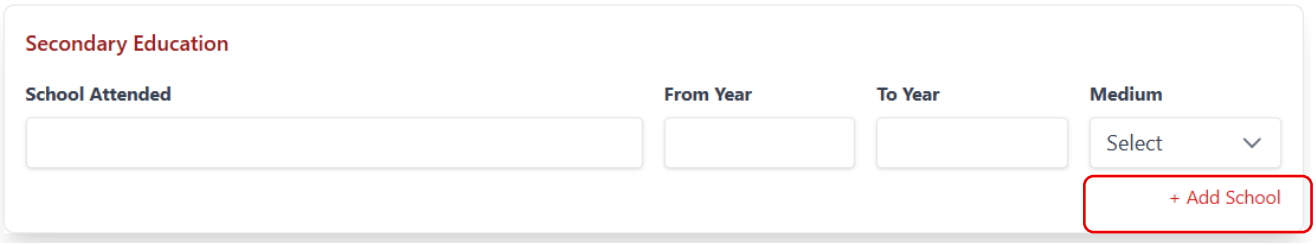
* Mandatory

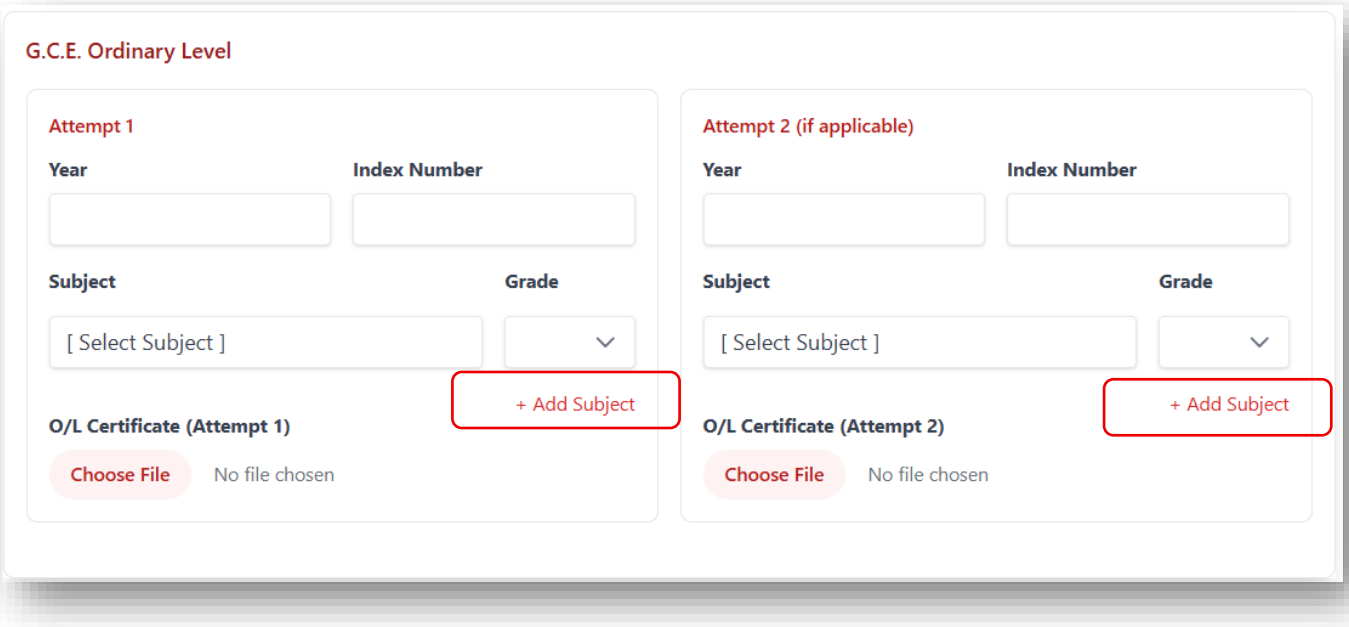
In **Permanent Address** and **Postal Address**, Address Line-1, City, Postal Code, District are mandatory

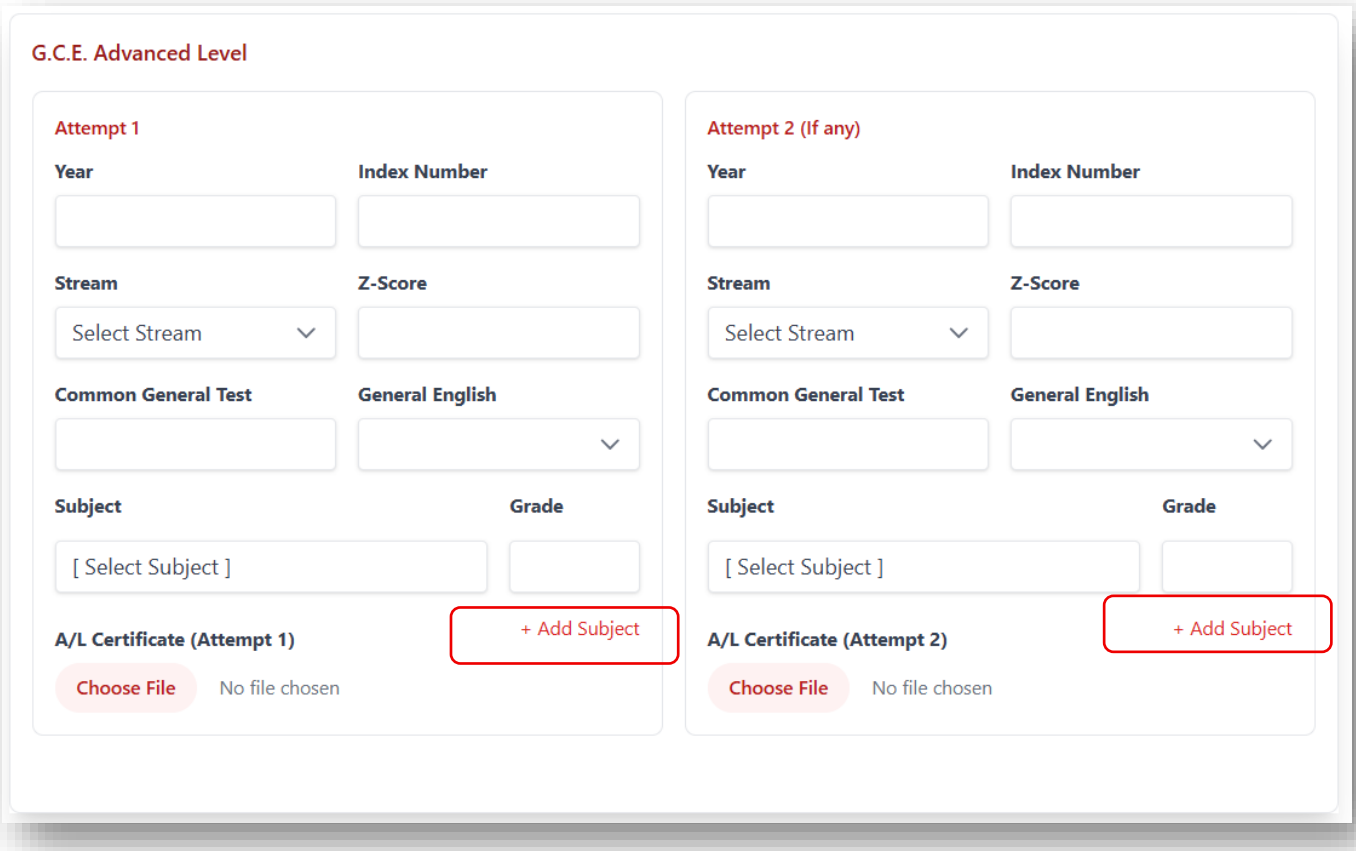
Note:

- 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.

Educational Qualifications







➔ Add more records

Higher Education

University/Institute

Degree/Diploma

Subject/Field of Study

Class/Grade/GPA

Duration From

--------- ----

Duration To

--------- ----

Effective Date

mm/dd/yyyy

Certificate

Choose File No file chosen

+ Add University Education

Professional Qualifications

Qualification

Institute

Effective Date

mm/dd/yyyy

Duration

e.g., 6 months

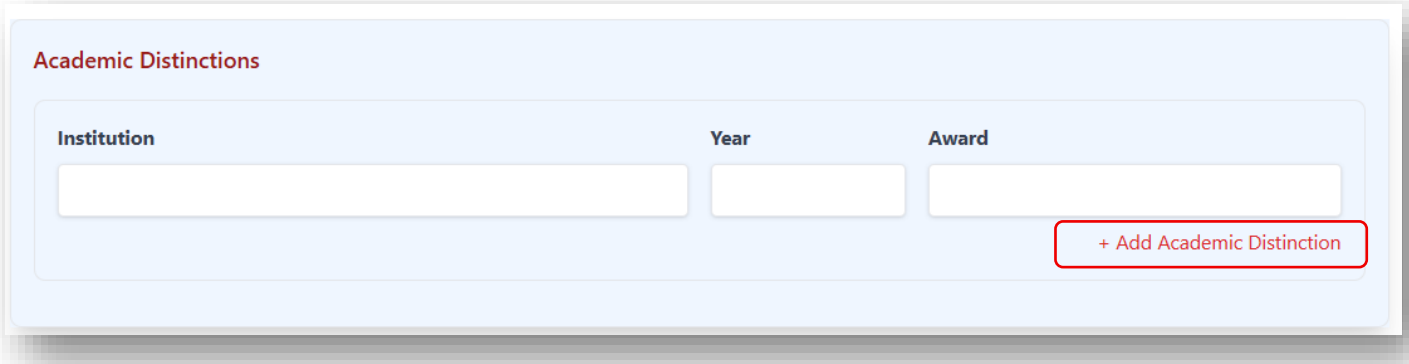
Certificate

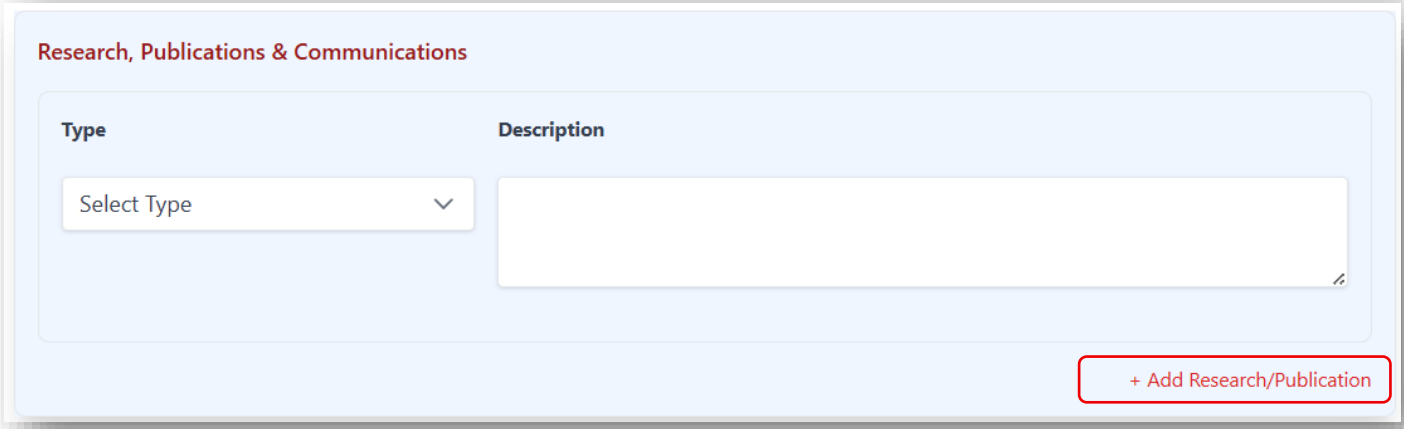
Choose File No file chosen

+ Add Professional Qualification

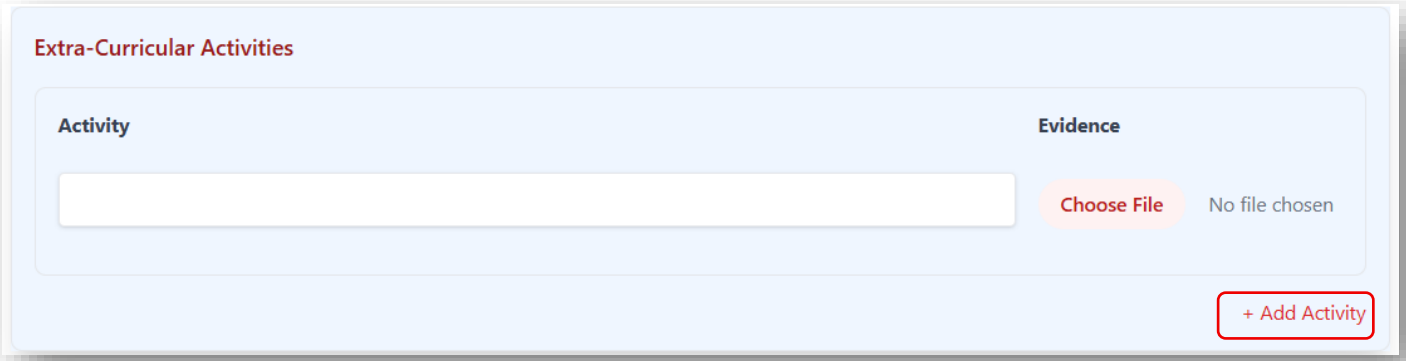
Language Proficiency

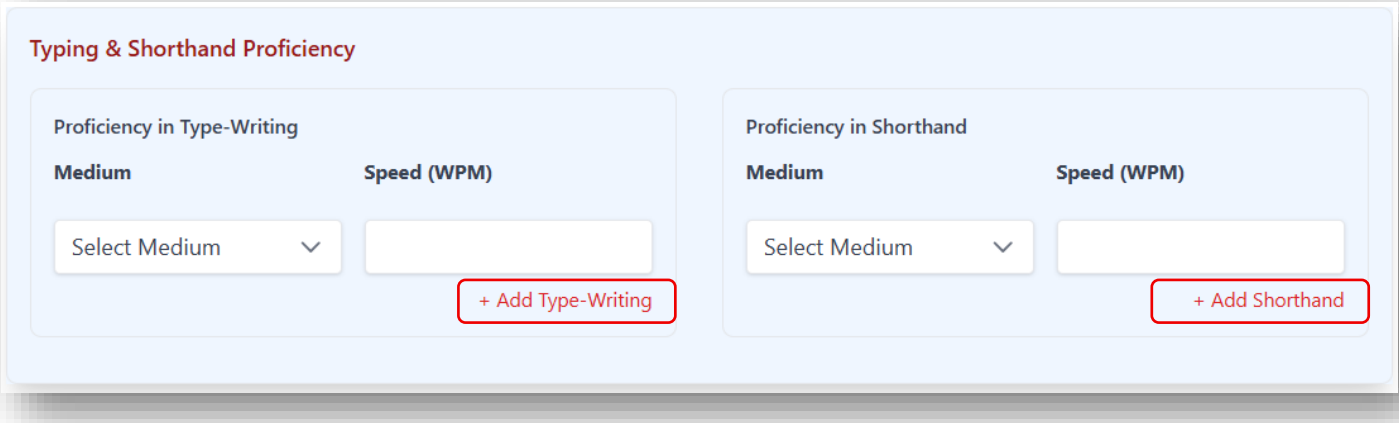
Language	Highest Examination	Year	Institution
Sinhala			
English			
Tamil			

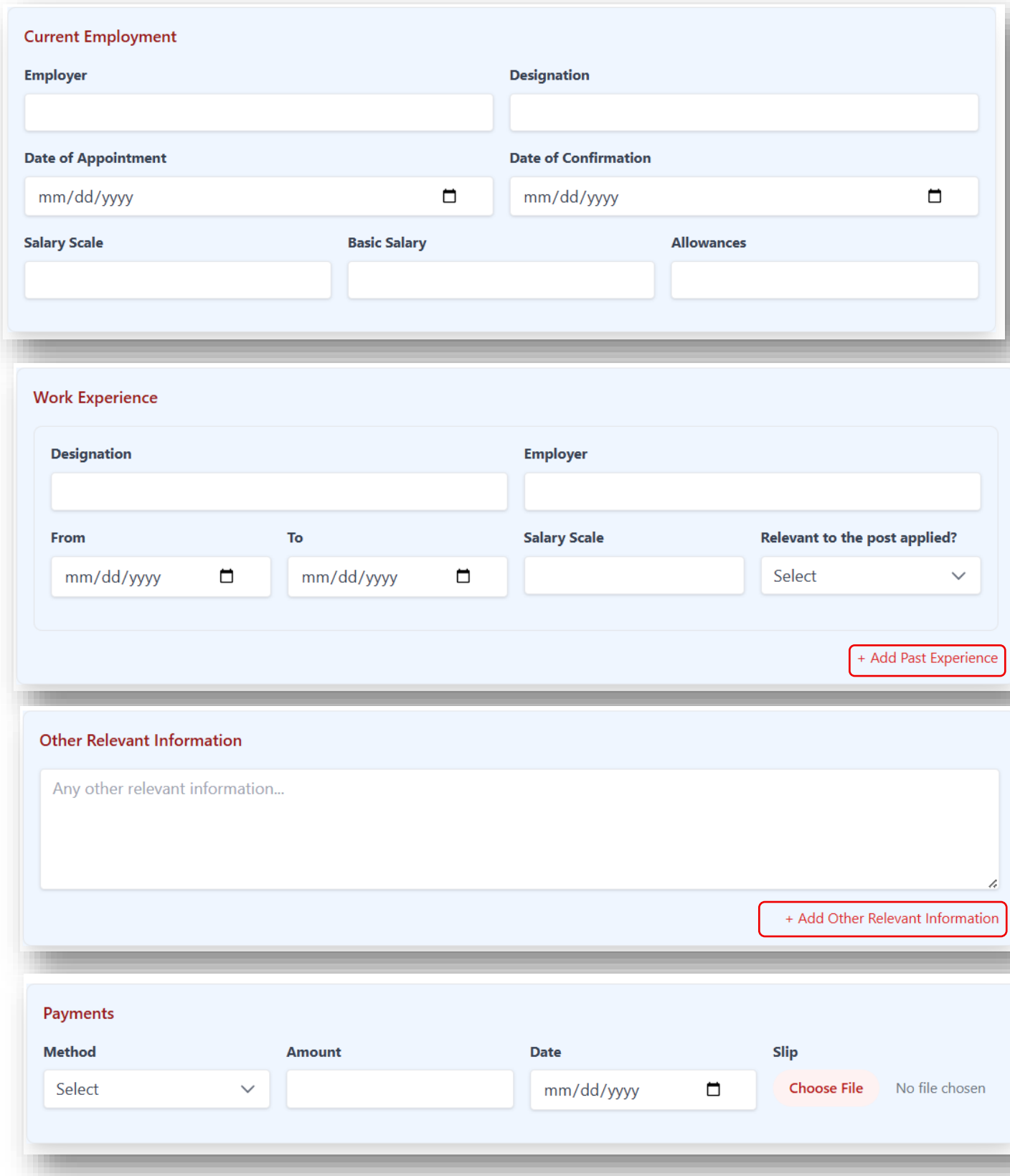


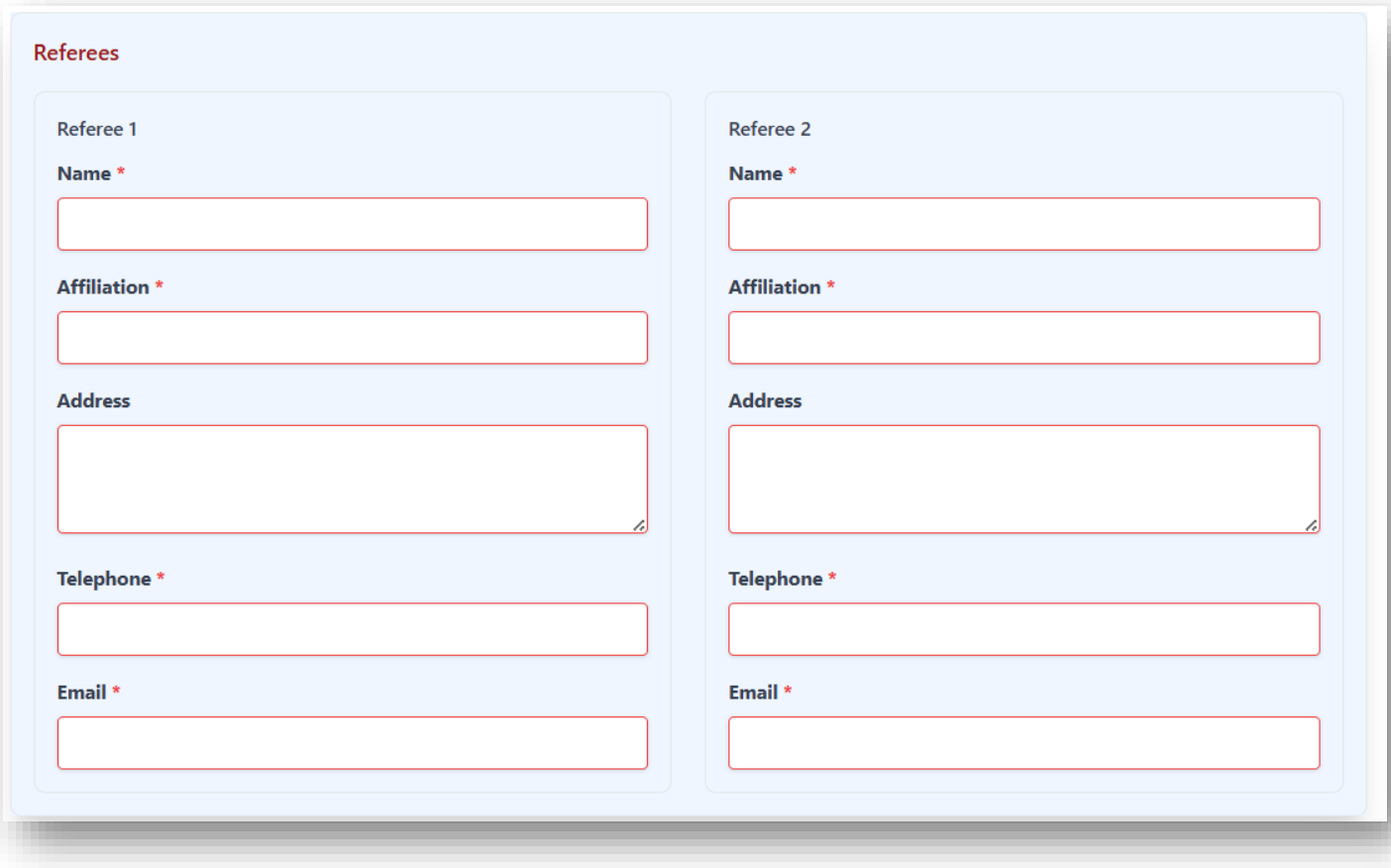


Experience & Additional Information






Current Employment
Employer
Designation
Date of Appointment
mm/dd/yyyy
Date of Confirmation
mm/dd/yyyy
Salary Scale
Basic Salary
Allowances
Work Experience
Designation
Employer
From
mm/dd/yyyy
To
mm/dd/yyyy
Salary Scale
Relevant to the post applied?
Select
+ Add Past Experience
Other Relevant Information
Any other relevant information...
+ Add Other Relevant Information
Payments
Method
Select
Amount
Date
mm/dd/yyyy
Slip
Choose File
No file chosen



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 Preview Draft PDF button

After confirming all the details,

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

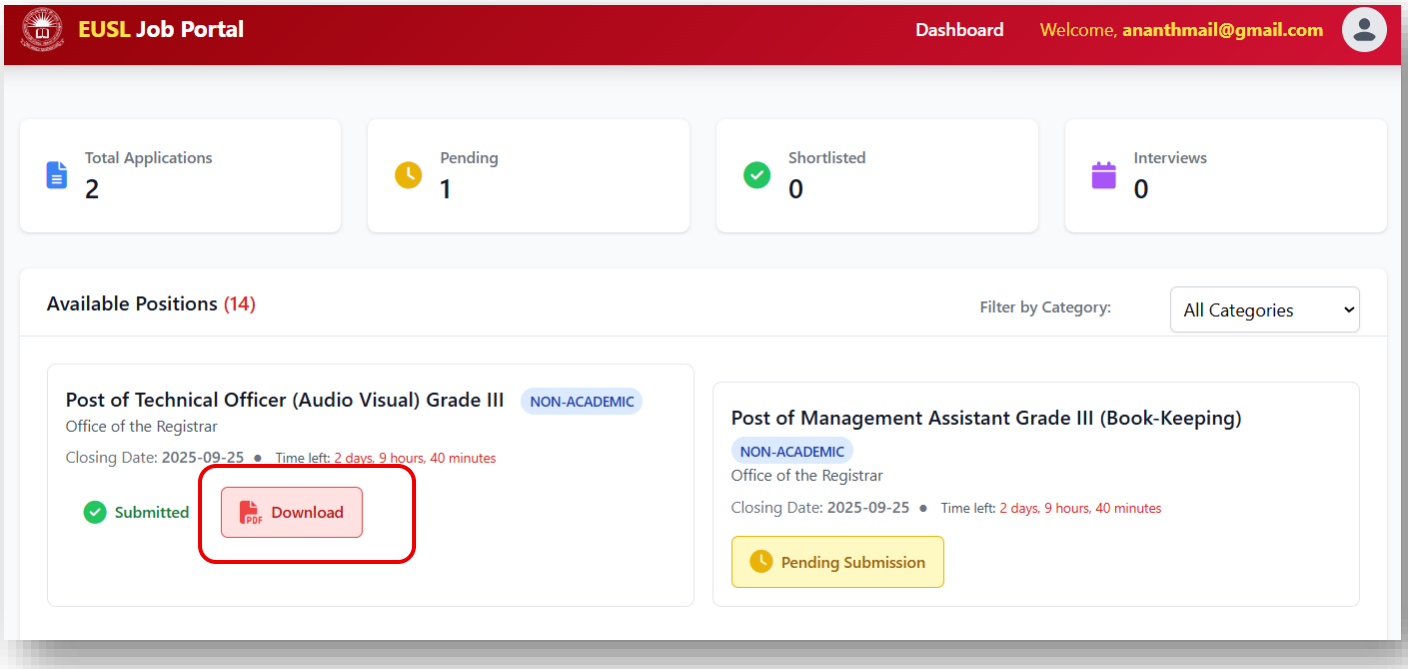
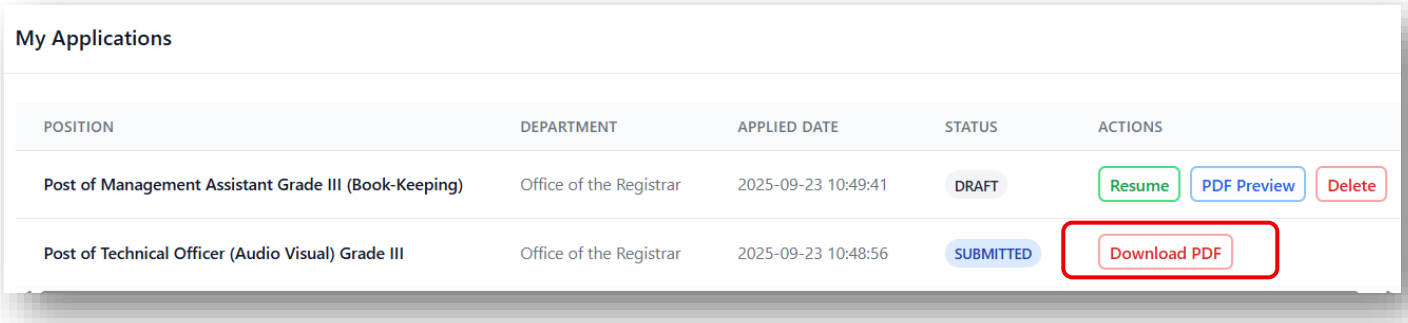
and click the Submit Application button to submit your application.

[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
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
mount
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:



Method-2: