

Dear Candidates,

You have to submit soft copies of the following documents within four weeks until 15<sup>th</sup> July 2024. Please send your Documents to e-mail address – [qualification.verification@tvec.gov.lk](mailto:qualification.verification@tvec.gov.lk). When you send your email, please mention your field as the subject of the email and add your contact details to contact you promptly.

### **Documents**

**Please submit documents up to No.06 as a PDF file**

1. Scan copy of National Identity Card.
2. Scan copy of NCT/NCIT Final Certificate issued by Department of Technical Education and Training / Examination Department.
3. Scan soft copy of bank receipt of payment in favor of “**Tertiary and Vocational Education Commission**”, A/C No.078100172266044 of People’s Bank to the value of **Rs.2500.00 (Two Thousand & five hundred rupees only )** for e- professional review/ viva-voce.
4. Scan copy of Confirmation letter of employer including assign Duties and responsibilities
5. Scan copy of Service letter/s to prove employment up to now, including NCT/NCIT (3 years) trainee period.
6. Other certificates which are related to the field

### **Project Report**

**Please submit project report as a PDF file**

Soft copy of project report relevant to your experience.

The project report should be formatted as follows,

1. Front page should be mentioned as follows,
  - Title : (Mention Your Field)
  - Name :
  - Address :
  - Telephone No:
  - E-mail :
  - Date :
2. Content should be arranged as follows,
  - Declaration (Student should declare this as his/ her work) with the student signature
  - Acknowledgement
  - Record on work carried out (according to your field)
    - Project 01
    - Project 02
    - Project 03 .....
    - Project Pictures, formats used etc.....
  - Summary of Experience (Conclusion)
  - Certification

I hereby certify Mr./Mrs./Miss.....  
Date & Signature of certified person

**Note: Certified person should be a Chartered Eng. (Civil/Mechanical/Electrical), Chartered QS or Company Director, Project Director with Stamp/ Seal**