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பல்கலைக்கழக மாநியங்கள் ஆணைக்குழு
UNIVERSITY GRANTS COMMISSION

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எனது இலக்கம்
My Number

} UGC/HR/3/1/2023

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அஞ்சல் பெட்டி
Post Office Box

} 1406

ඔබේ අංකය
உமது இலக்கம்
Your Number

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20, වෝඩ් පෙදෙස, කොළඹ 07, ශ්‍රී ලංකාව.
20, வாட்டு இடம், கொழும்பு 7, இலங்கை.
20, Ward Place, Colombo 07, Sri Lanka.

22.03.2023

Registrars of Universities
Rectors of Campuses
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Assistant Secretary/Personnel, UGC

Inviting Applications for Written Examination for Promotion of Management Assistant, Management Assistant (Book Keeping), Management Assistant (Shroff), and Management Assistant (Store Keeping) from Grade III to Grade II - 2023

Your kind attention is invited to the Schemes of Recruitment given in Commission Circular Nos. 06/2018 dated 16.07.2018 and 12/2018 dated 17.10.2018.

Applications are invited from the **eligible employees who have satisfied the required qualifications and experience as at 31.12.2022** according to the above provisions for the written examination for promotion of Management Assistant, Management Assistant (Book Keeping), Management Assistant (Shroff), and Management Assistant (Store Keeping) from Grade III to Grade II through the online application system.

Therefore, please make arrangements to circulate the following annexures among all the relevant employees of the UGC/HEIs for their attention and information.

1. Annexure I - Notice for Inviting Online Applications for Written Examination for Promotion of Management Assistant, Management Assistant (Book Keeping), Management Assistant (Shroff), Management Assistant (Store Keeping) from Grade III to Grade II – 2023.
2. Annexure II - Instructions to Applicants to fill the Part I of the Online Application System
3. Annexure III - User Manual
4. Annexure IV - Specimen of Part I and Part II of the printed Application form

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தொலைபேசி
Telephone

} 2695301
} 2695302
} 2692357

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பெக்ஸ்
Fax

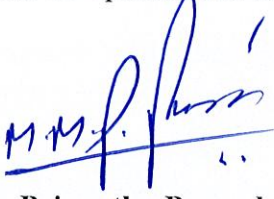
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Website

} <http://www.ugc.ac.lk>

Please contact Ms. Amali Amarasinghe, Senior Assistant Secretary, Human Resources Department, University Grants Commission via 011-2684744 or e-mail to promotion.ma@ugc.ac.lk for clarification and any further details.

Your co-operation in this regard is much appreciated.



Dr. Priyantha Premakumara
Secretary

Copies:

1. Vice - Chancellors of Universities

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UWU/UVPA/UoV/GWUIM

2. DR/SAR/AR of HEIs

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