User Manual

1. **Method of Online Application 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**

   1.1   This user manual explains how to use the online application system for applying to 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 – 2023.

   1.2   Applicants are advised to read carefully and clearly understand the instructions given in **Annexure I and II** relating to the above promotion, **before** filling the online application form.

   1.3   The Online Application System will be made available as follows.

 | | **From** | **To** |
   |---|---|---|
   | **Part I**
 For Applicants | 27.03.2023 at 9.30 a.m. | 21.04.2023 at 4.15 p.m. |
   | **Part III**
 For Personnel/ Establishments/ Administration Division of UGC/HEIs | 27.03.2023 at 9.30 a.m. | 12.05.2023 at 4.15 p.m. |

   After the closing date and time, **the web link will be disabled**.

2. **STEP 1 - Access the Web Page**

   2.1   Visit the official website of the UGC **https://www.ugc.ac.lk**

   2.2   Click on the "**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"** link under "Latest Highlight" in the official web site of the University Grants Commission.

   - Instruction Tab -   Provide relevant circulars
     Instructions to Applicant
     User manual
     Specimen of application form

   - Contact Tab   -   If you need any clarification/information

     Please contact:
     Ms. Amali Amarasinghe
     Senior Assistant Secretary/Human Resources
     University Grants Commission
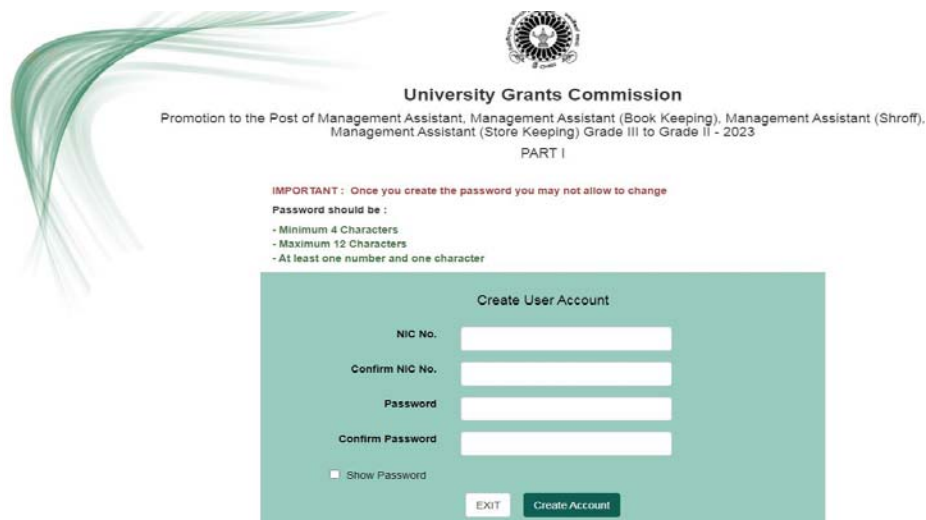   Telephone No. - 0112 -684744   Fax No. -   0112-683653

3. **STEP 2 - To Create a User Account**

3.1 Once you click on the above link, the following Home page will be appeared.
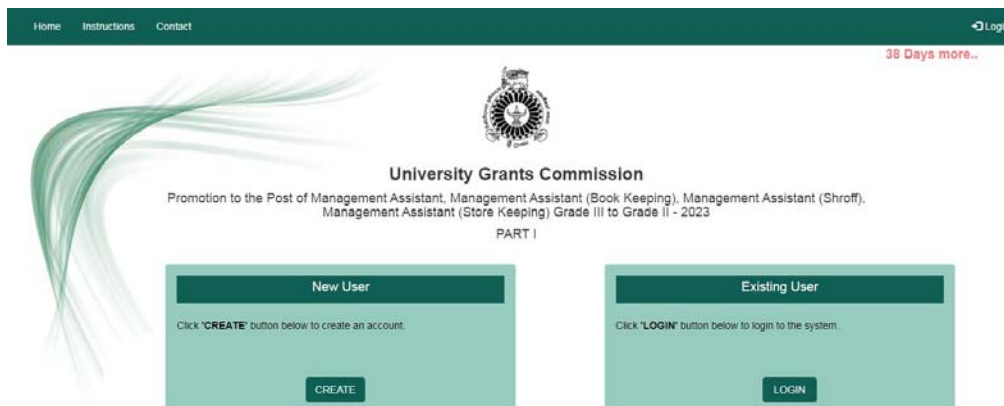
3.2 Every applicant should create a "**User Account**" to access the online application system.

3.3 Click "Create" button to create a user account.

3.4 You are requested to follow the below mentioned instructions to create a user account.

    3.4.1 Enter the National Identity Card (NIC) number in the first text box.

   3.4.2 Re-enter the same NIC number in the next text box.

    3.4.3 To create a strong password;
- Minimum four (04) characters
- Maximum twelve (12) characters
- At least one (01) **number** and one (01) **letter**

3.5 **After creating a password, applicants are <u>not allowed to reset the password</u>. Therefore, <u>it is very important to keep a note of it.</u>**

3.6 Click "Create Account" button to access the Application window.

3.7   Then you will notify the successful registration message in the following window.
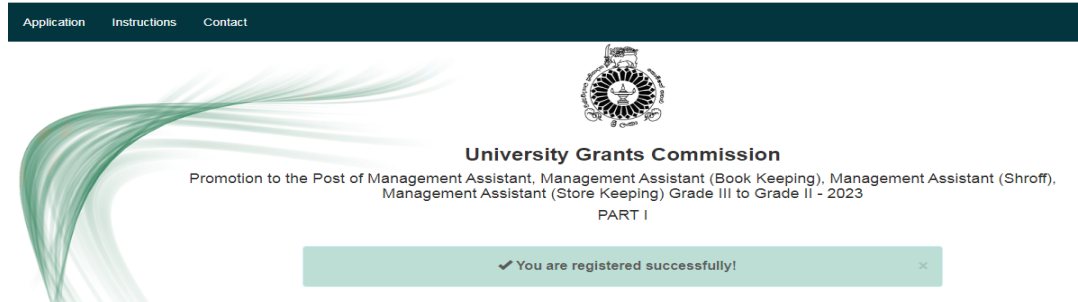
3.8   All relevant information are available in the above window. <u>You must read the instructions before you fill the Application.</u>

3.9   If you wish to fill the application form, click "Application Form" button or click "Exit" button to Logout the application system.

3.10 Once you exit the system, you will be able to login to the application system by using your NIC number and the password by clicking "**Login**" button in Home page.

4.   **STEP 3** - **To fill the application form**

4.1   The online Application form should be **<u>filled only in English</u>**.

4.2   Please provide **<u>valid mobile phone number</u>** in order to **<u>send message</u>** to you with regard to the above promotion.

4.3   The applicants are responsible to submit the online application form **<u>on time</u>**.

4.4   All data are compulsory.

4.5   When you type the "Permanent Address" use a comma (,) to separate No., Street, City. (Eg. 34,2nd Street, Vihara Road, Colombo 03)

4.6   "Close" button – To exit the online application form

4.7   "**<u>Save Application</u>**" button

- Allow to logout at any point before completing the application form.
- Save data only filled by the applicant.
- Allow to login to the application system later and continue to fill the application form.

4.8   "**<u>Submit Application</u>**" button

- Applicant should complete all the compulsory fields.
- You will not be allowed to submit the application form <u>without completing the compulsory fields</u>.
- If compulsory fields are not completed, you will be notified on the computer screen highlighting the text box in **<u>Red colour</u>** as follows.

4.9   Please make sure that all details are true and correct by carefully checking the filled details.

4.10   After submission, the applicant **cannot fill or change the data and cannot login to the Online Application System again.**

4.11   The interface of the filled Online Application is given below for your reference.

5. **STEP 4** – **Download, save and print the filled online application**

    5.1   Click "Download and Print" button to download the application in PDF format.

    5.2   Then save the application and get a printout.

    5.3   Specimen of the printed application is attached in Annex IV.

    5.4   You are **<u>not allowed</u>** to amend the data in the printed Part I of the application form.

6. **STEP 5** - **Forward the application to the Dean of the Faculty/Head of the Department/ Division**

The applicant should handover duly filled and signed Part I of the application with the printed copy of the Part II of the application to the Dean of the Faculty, Head of the Department/Division for their recommendations.