

**APPLICATION FORM - PART I**

**Promotion to the Post of Management Assistant, Management Assistant (Book Keeping),  
Management Assistant (Shroff), Management Assistant (Store Keeping)  
Grade III to Grade II - 2022**

Medium in which the applicant to sit the examination: **Sinhala**

**01. Personal Details**

- 1.1 Full Name : Mr. Anil Bandara Chamara Sumanathilaka  
1.2 Name with Initials : Mr. ABC Sumanathilaka  
1.3 Date of Birth : 1985-02-01  
1.4 National Identity Card No. : 851234567V  
1.5 Permanent Address : 107/2a, 1st Cross Street, Pamunuwa Road, Maharagama  
1.6 E-mail Address : anil@gmail.com  
1.7 Contact Telephone No. : Mobile - 0712345678  
Fixed - 0112789456

**02. Employment Details**

- 2.1 Present Designation : Management Assistant (Shroff) Grade III  
2.2 Date of Appointment to the Post of Management Assistant III : 2014-04-15  
2.3 UGC / HEI : University of Moratuwa  
2.4 Faculty : Engineering  
2.5 Division/Department : Materials

I do hereby certify that particulars submitted by me in this application are true and accurate. I agreed to abide by the rules, and regulations of the examination. I am aware that if any of these particulars are found to be false or inaccurate, I am liable to be disqualified before selection even though I have been successful at the written examination and to be dismissed without any compensation if the inaccuracy is detected after promotion.

.....

Date

.....

Signature of the Applicant

**The applicant should hand over duly filled and signed Part I along with the Part II of the application, to the Dean of the Faculty, Head of the Department/Division.**

**RECOMMENDATIONS - PART II**

**Promotion to the Post of Management Assistant, Management Assistant (Book Keeping),  
Management Assistant (Shroff), Management Assistant (Store Keeping)  
Grade III to Grade II - 2022**

**03. Observation and Recommendation of the Head of the Department/ Division (if applicable)**

Observation/s : .....

.....

Recommendation for promotion      Recommended            Not Recommended     

If not recommended, Please mention the reasons below.

.....

.....

.....  
Signature of the **Head of the Department/Division**

(Please affix seal)

Date : ...../...../.....

**04. Observation and Recommendation of the Dean of the Faculty (if applicable)**

Observation/s : .....

.....

Recommendation for promotion      Recommended            Not Recommended     

If not recommended, Please mention the reasons below.

.....

.....

.....  
Signature of the **Dean of the Faculty**

(Please affix seal)

Date : ...../...../.....

**Please forward the Part I completed by the Applicant and Part II of the Application  
to the Personnel, UGC/ Establishments/ Administration Division of HEI  
on or before 28.01.2022**