

Notice for 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 – 2022 through Online Application System

Applications are invited from the eligible employees according to the Schemes of Recruitment given in the Commission Circular Nos. 06/2018 dated 16.07.2018 and 12/2018 dated 17.10.2018 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 who have satisfied the requirements/qualifications mentioned below.

1. Qualifications

1.1. Management Assistant, Management Assistant (Book Keeping), Management Assistant (Shroff) and Management Assistant (Store Keeping) who have been confirmed in Grade III and have completed 06 years satisfactory service in the post concerned will be eligible to sit for a written examination conducted by the University Grants Commission for Promotion to Grade II.

1.2. Those reaching the requisite standard at the examination will be considered for promotion to Grade II.

**All the above Qualifications and Experience should have been obtained
on or before 31.12.2021.**

2. Medium of Written Examination

2.1. Examination will be conducted in Sinhala, Tamil and English mediums.

2.2. Candidates will be allowed to sit for all examination papers only in the medium which they have mentioned in the online application system.

2.3. No candidate will be allowed to change the medium of examination under any circumstance.

3. Examination Scheme

3.1. Commission Circular No. 09/2015 and 09/2015 (i)

The question papers of 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 will be prepared as follows;

Paper I

University Legislation, Administrative and Disciplinary Procedure including Office System and Relationship between Current Affairs and University Affairs.

Candidates are required to **answer five (05) questions** out of nine (09) questions.

Areas to be covered - Universities Act, Ordinances, Statutes and Regulations, Circular instructions regarding administrative, establishments and disciplinary matters; drafting of official letters and memoranda to be submitted to the Commission and to the Governing Authorities of Higher Educational Institutions; Indexing; Office Systems; Filing; Relationship between current affairs & university affairs, etc.

Paper II

Accounts, Financial & Stores Procedures, Arithmetic, Commercial Arithmetic, Mathematics and Computing

Candidates are required to **answer five (05) questions** from the three **Parts of A, B and C** in the following manner;

Part A - Four (04) questions

Areas to be covered- Arithmetic, Commercial Arithmetic, Mathematics

A **minimum of two (02) questions** from **Part A**

and

Part B- Three (03) questions

Areas to be covered - Accounts, Financial & Stores Procedures

Part C- Three (03) questions

Areas to be covered - Computing Skills including Internet, E-mail, Basic Computer Security, Word processing and Spreadsheets

A **minimum of two (02) questions** from **Part B and/or Part C**

3.2 **Duration** of each question paper is **three (03) hours**.

3.3 The candidates who have scored 40% marks or above in each paper will be summoned for the interview.