

Instructions to Applicants to fill the Part I of the Online Application Through the Online Application System

1) Before filling the Application

1.1 Read and understand the instructions given in the following documents.

- 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 (Annex I)
- Specimen of printed Application (Annex III)
- User Manual (Annex IV)

2) How to fill and submit the Online Application

2.1 The University Grants Commission has made arrangements to invite the 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 through the online application system. It is **compulsory for the applicants;**

- a) **to apply** for written examination of the 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;** and
- b) **to handover** the printed copy of the Part I of the Application generated from the Online Application System completed and signed **by the applicant** with the printed copy of the Part II of the application to the Dean of the Faculty, Head of the Department/Division for recommendations.

2.2 Visit the official website of the University Grants Commission **www.ugc.ac.lk** to fill the application form through the online application system; and

2.3 Click on the “**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**” tab under “**Latest Highlights**” in the official website of the University Grants Commission.

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

	From	To
<u>Part I</u> For Applicants	13.01.2022 at 9.30 a.m.	26.01.2022 at 4.30 p.m.
<u>Part III</u> For Personnel/Establishments/ Administration Division of UGC/HEIs	18.01.2022 at 9.30 a.m.	31.01.2022 at 4.30 p.m.

Applicants will not be able to access the online application system and to the fill Part I of the application after **4.30 p.m. on 26.01.2022**. Therefore, applicants are informed to submit the application through the online application system **before the above said deadline**.

2.5 The Online Application System consists of the following three (03) parts.

1. **Part I**
Application by the Employee
 - To be filled by the applicant
After entering data to the Online Application System under Part I of the application, applicant should submit, download and print the application.

2. **Part II**
Recommendations by the Dean of the Faculty, Head of the Department/ Division
 - To be filled manually by the Dean of the Faculty, Head of the Department/ Division
(Part II is printed along with the Part I and applicant is required to hand over it with completed Part I of the application).

3. **Part III**
Submission by UGC/HEIs
 - To be filled by the Personnel/ Establishments/ Administration Division
After entering data to the Online Application System under Part III of the application, the above division should submit, download, print the application and upload the scanned copy of the completed document through the Online Application System.

- 2.6 A duly **completed application** consists of the following **three (03) parts**.
- Part I (Printed copy of the Part I of the Application generated from the Online Application System completed and signed by the applicant)
 - Part II (Manually filled and signed by the Dean of the Faculty, Head of the Department/ Division.)
 - Part III (Completed by the Personnel/Establishments/General Administration Division of the UGC/HEIs)
- 2.7 Incomplete applications which do not comply with the instructions and relevant Commission Circular provisions/decision mentioned herein **will be rejected**.
- 2.8 The applicant should fill the application **only in English** through the online application system.
- 2.9 It is mandatory to fill all the fields in the online application system.
- 2.10 After completing the Part I of the online application, click “**Submit**” button. Then click “**Download and Print**” button to get printouts of the Part I and Part II of the application.
- 3) **Handing over the Part I and Part II of application to the Dean of the Faculty, Head of the Department/Division**

The applicant should hand over 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.