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பல்கலைக்கழக மாணியங்கள் ஆணைக்குழு
UNIVERSITY GRANTS COMMISSION

මගේ අංකය
எனது இலக்கம்
My Number

} UGC/HR/3/2/1- I

තැපෑලේ පෙට්ටිය
அஞ்சல் பெட்டி
Post Office Box

} 1406

ඔබේ අංකය
உமது இலக்கம்
Your Number

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

12.01.2022

Registrars of Universities
Rectors of Campuses
Directors of Institutes
Senior 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 - 2022

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

The Commission has observed that the number of applications received on the above is increasing year by year, and excessive time is taken for manual processing of the applications. Therefore, the Commission at its 1039th meeting held on 24.09.2020, decided to implement an online system 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.

Accordingly, an online system to submit 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, by the relevant candidates has been introduced by the University Grants Commission.

Since this is the first time applications for the above are called online, it is appreciated, if the Personnel/Establishments/Administration Division of your University/Campus/Institution/Institute could provide the required facilities and assistance for the prospective applicants to fill up the application forms, if such assistance is sought by them.

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වෙබ් අඩවිය
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Website

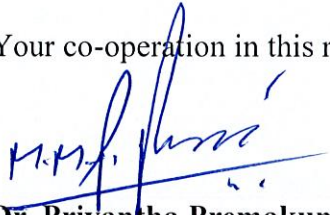
} <http://www.ugc.ac.lk>

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

1. Annexure I - Notice for Inviting 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 – 2022.
2. Annexure II - Instructions to Applicants to fill the Part I of the Online Application through the Online Application System
3. Annexure III - Specimen of printed Application
4. Annexure IV - User Manual

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 further details.

Your co-operation in this regard is much appreciated.



Dr. Priyantha Premakumara
Secretary

Copies:

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