

## Instructions to fill online Application

- It is **compulsory** for the applicants to **apply through the online application system** in the website of the University Grants Commission to submit applications for the post Management Assistant, Grade III.
- In order to fill the application form, click **“Register”** button below.
- Online Application form should be **filled only in English**.
- You are allowed to submit **only one application form**.
- All required qualifications should be acquired at the closing date of the advertisement.
- Application Processing Fee:
  - Non-refundable Application Processing Fee for the post of Management Assistant, Grade III is Rs. 600/-.  
This payment should be made to University Grants Commission **Account No. 0002323287 at Torrington Branch of the Bank of Ceylon**.
  - In the customer copy of the Bank Slip, should indicate your Name & Bank Details and a reference as **“UGC MA GRADE III”**.
  - Bank Slip should be uploaded to the online application system and affix in the relevant box in the generated printed copy of application. Please note that the Bank Slips without details of the applicants will not be accepted.
- Applicant should upload supporting documents where necessary as instructed.
- All qualifications obtained as of the closing date of applications which are to be considered at the interview should be attached to the generated copy of the application. Copies of certificates/ documents in proof of class/pass of the degree, effective date, duration and detailed information etc.
- After entering data to the Online Application System under Part 1 to 8 of the application, click **“Submit Application”** button.
- Applicant should save the application and you will be able to download a PDF format of the generated application form. Take a hard copy of the generated application.
- The applicants who are employed in Public Service, Corporation or Statutory Board should channel their applications with the recommendation of the Head of their respective institutions. Applications submitted without the recommendation of the heads of the respective institutions will not be entertained.
- Please make sure that all **details entered are true and accurate, the duly filled applications should sign by the applicant and send to the under mentioned postal address**.

- **Every applicant is required to submit online application before 12.00 p.m. on 10<sup>th</sup> April 2025.** Please note that the applicants will not be able to access the online applications system after 12.00 p.m. on 10<sup>th</sup> April 2025.
- Printed copy of the generated application should be signed and sent to **Senior Assistant Secretary/Personnel, University Grants Commission, No: 20, Ward Place, Colombo 07** under registered cover along with copies of relevant certificates **on or before 24<sup>th</sup> April 2025**. All copies of certificates should be certified.
- Applicants are not allowed to edit the data in the printed application manually after the auto generated of the printable copy.
- Applicants cannot login to the Online Application System again after submitting the application online.
- The name of the post (i.e. Post of Management Assistant, Grade III) in respect of which the applications are sent, should be stated on the top left hand corner of the envelope.
- Applicants who failed to submit online application and the hard copy of the application will not be taken in to consideration for further processing. Further, incomplete applications will be rejected without any notice.

Secretary  
University Grants Commission

26<sup>th</sup> March 2025