

User Manual

1. Method of Online Application for Appointments of Primary Grades Employees to the Post of Management Assistant Grade III- 2021

- 1.1 This user manual explains how to use the online application system for Appointments of Primary Grades Employees to the post of Management Assistant Grade III.
- 1.2 Applicants are advised to read carefully and clearly understand the instructions given in **Annexure I and II** relating to the above appointment, **before** filling the online application form.
- 1.3 The Online Application System will be made available as follows.

| | <u>From</u> | <u>To</u> |
|--|------------------------|------------------------|
| Part I For Applicants | 16.12.2021 at 9.00 a.m | 14.01.2022 at 4.30 p.m |
| Part III For Personnel/ Establishments/ Administration Division of UGC/HEIs | 20.12.2021 at 9.00 a.m | 24.01.2022 at 4.30 p.m |

After the closing date and time, **the web link will be disabled.**

2. STEP 1 - Access the Web Page

- 2.1 Visit the official website of the UGC <https://www.ugc.ac.lk>
- 2.2 Click on the “Applications for Appointment of Primary Grades Employees to the post of Management Assistant Grade III – 2021” link under “Latest Highlight” in the official web site of the University Grants Commission.



- Instruction Tab - Provide relevant circulars
Instructions to Applicant
User manual
Specimen application form
- Contact Tab - If you need any clarification/information
Please contact:
Ms. Amali Amarasinghe
Senior Assistant Secretary/Human Resources
University Grants Commission
Telephone No. - 0112 -684744 Fax No. - 0112-683653

3. STEP 2 - To Create a User Account

3.1 Once you click on the above link, the following Home page will be appeared.

Home Instructions Contact Login

University Grants Commission
Applications for Appointment of Primary Grades Employees to the Post of Management Assistant Grade III - 2021

New User
Click 'CREATE' button below to create an account.
CREATE

Existing User
Click 'LOGIN' button below to login to the system.
LOGIN

3.2 Every applicant should create a “User Account” to access the online application system.

3.3 Click “Create” button to create a user account.

University Grants Commission
Applications for Appointment of Primary Grades Employees to the Post of Management Assistant Grade III - 2021
PART I

IMPORTANT : Once you create the password you may not allow to change

பெயர் : இரட்டை பீசு பூனின் பட்டியல் பெயர் கருவியை

முக்கியம் : ஒருமுறை கடவுச்சொல்லினை அமைத்தால் திரும்ப கடவுச்சொல்லினை மாற்ற முடியாது

Create User Account
இரட்டை பீசு பூனின்
விண்ணப்ப படிவத்தை அமைக்கவும்

NIC No.

Confirm NIC No.

Password

Confirm Password

☐ Show Password

EXIT Create Account

Password should be :

- Minimum 4 Characters
- Maximum 12 Characters
- At least one number and one character

இரட்டை பீசு பூனின் :

- 4 அல்லது 12 எழுத்து
- குறைந்தது 4 எழுத்து
- குறைந்தது 12 எழுத்து
- குறைந்தது ஒரு இலக்கம் மற்றும் ஒரு எழுத்து

கடவுச்சொல் பின்வருமாறு அமைதல் வேண்டும் :

- குறைந்தது 4 எழுத்து
- குறைந்தது 12 எழுத்து
- குறைந்தது ஒரு இலக்கம் மற்றும் ஒரு எழுத்து

3.4 You are requested to follow the below mentioned instructions to create a user account.

3.4.1 Enter the National Identity Card (NIC) number in the first text box.

3.4.2 Re-enter the same NIC number in the next text box.

3.4.3 To create a strong password;

- Minimum four (04) characters
- Maximum twelve (12) characters
- At least one (01) **number** and one (01) **letter**

3.5 **After creating a password, applicants are not allowed to reset the password. Therefore, it is very important to keep a note of it.**

3.6 Click “Create Account” button to access the Application window.

3.7 Then you will notify the successful registration message in the following window.

3.8 All relevant information are available in the above window. **You must read the instructions before you fill the Application.**

3.9 If you wish to fill the application form, click “Application Form” button or click “Exit” button to Logout the application system.

3.10 Once you exit the system, you will be able to login to the application system by using your NIC number and the password by clicking “Login” button in Home page.

4. **STEP 3 - To fill the application form**

- 4.1 The online Application form should be **filled only in English.**
- 4.2 **Help text in Sinhala and Tamil translations** will be appearing when the mouse pointer is moved to relevant text box.
- 4.3 Please provide **valid mobile phone number** in order to **send message** to you with regard to the above appointment.
- 4.4 The applicants are responsible to submit the online application form **on time.**
- 4.5 **Compulsory fields are mark in * symbol.**
- 4.6 When you type the “Permanent Address” use a comma (,) to separate No, Street, Town of the address. (Eg. 34,2nd Street ,Vihara Road, Colombo 03)
- 4.7 “Close” button – To exit the online application form
- 4.8 “Save Application” button
 - Allow to logout at any point before completing the application form.
 - Save data only filled by the applicant.
 - Allow to login to the application system in later and continue to fill the application form.
- 4.9 “Submit Application” button
 - Applicant should complete all the compulsory fields.
 - You may not allow to submit the application form **without completing the compulsory fields.**
 - If compulsory fields are not completed, you will be notified on the computer screen highlighting the text box in **Red colour** as follows.

The screenshot displays the '01. Personal Details' section of an online application form. The following fields are highlighted with red borders to indicate they are compulsory:

- 1.1 Title* :** A selection box with radio buttons for Mr., Mrs. (selected), and Miss.
- 1.2 Full Name* :** A text box containing 'Kankanam Pathiranalage Asangi Perera'.
- 1.3 Name with initials* :** Two text boxes. The first contains 'ABC' and the second contains 'Perera'. Below the first box is the instruction 'No space or dots Eg: ABC'. Below the second box is the label 'Last Name'.
- 1.4 Date of Birth* :** A date picker box showing 'mm/dd/yyyy'.
- 1.5 Permanent Address* :** A large text box for the address.

Helpful text and instructions are provided for several fields:

- Below the Full Name field: 'First letter in each part of the name should be capital'.
- Below the Date of Birth field: 'mm/dd/yyyy'.
- Below the Permanent Address field: 'Put a comma (,) at the end of each address line. Eg: No. 20, Ward Place, Colombo 07'.

A note at the bottom left of the address field states: '(Any changes should be communicated immediately)'.

- 4.10 Please make sure that all details are true and correct by carefully checking the filled details.
- 4.11 After submission, the applicant **cannot fill or change the data and cannot login to the Online Application System again.**

4.12 The interface of the filled Online Application is given below for your reference.

Application

Instructions

Contact

968381559V

University Grants Commission

Applications for Appointment of Primary Grades Employees to the Post of Management Assistant Grade III - 2021

PART I

Application Form / අයදුම්පත / விண்ணப்ப படிவம்

*** - Compulsory Fields / අනිවාර්ය කොරතුරු / கட்டாயமாக வழங்க வேண்டிய தகவல்கள்**

NIC Number: 968381559V

Medium in which the applicant intends to appear for the written examination *: ☒ Sinhala ☐ English ☐ Tamil

01. Personal Details

1.1 Title* :

☐ Mr. ☒ Mrs. ☐ Miss.

1.2 Full Name* :

Kankanam Pathiranalage Asangi Perera

First letter in each part of the name should be capital

1.3 Name with initials* :

KPA

Perera

No space or dots Eg: ABC

Last Name

1.4 Date of Birth* :

05/12/1996

1.5 Permanent Address* :

(Any changes should be communicated immediately)

20,1st Street,Pamunuwa Road,Nugegoda

Put a comma (,) at the end of each address line. Eg: No. 20, Ward Place, Colombo 07

1.6 Email Address :

asa@gmail.com

1.7 Contact Number:

Mobile*

0761315222

Office/Home

0112123514

02. Present Employment Details

2.1 Present Post*:

Works Aide

2.2 UGC / HEI* :

University Grants Commission

2.3 Faculty (if applicable)* :

2.4 Division/Department* :

Human Resources Department

All information to be considered under No. 03, 04, and 05 should be indicated in the application and the certified copies of certificates should be attached to the application.

අයදුම්පතේ අංක 03,04 සහ 05 යටතේ සලකා බැලිය යුතු සියලුම තොරතුරු සඳහන් කළ යුතු අතර, සහතිකපත් වල සහතික කළ පිටපත් අයදුම්පතට අමුණා තිබිය යුතුය.

03,04 மற்றும் 05 ஆம் இலக்கத்தின் கீழ் பரிசீலிக்கப்பட வேண்டிய அனைத்து தகவல்களும் விண்ணப்பத்தில் குறிப்பிடப்பட வேண்டும் மற்றும் சான்றிதழ்கள் உறுதிப்படுத்தப்பட்ட பிரதிகள் விண்ணப்பத்துடன் இணைக்கப்பட வேண்டும்.

03. Educational Qualifications:

3.1 General Certificate of Education - Ordinary Level (if applicable)*

1 st Attempt

Year

2003

Index No :

12345678

2 nd Attempt

Year

2004

Index No :

84561237

| No | Subject | Grade |
|----|----------------------|-------|
| 1 | Sinhala Literature | D |
| 2 | English | B |
| 3 | Mathematics | C |
| 4 | Science & Technology | D |
| 5 | Arabic | B |
| 6 | Art | S |

| No | Subject | Grade |
|----|-------------|-------|
| 1 | Mathematics | A |
| 2 | English | A |
| 3 | Science I | A |
| 4 | | |
| 5 | | |
| 6 | | |

3.2 General Certificate of Education - Advanced Level

Year: Index No:

| No | Subject | Grade |
|----|--|--------------------------------|
| 1 | <input type="text" value="Accountancy"/> | <input type="text" value="B"/> |
| 2 | <input type="text" value="Economics"/> | <input type="text" value="C"/> |
| 3 | <input type="text" value="Business Statistics"/> | <input type="text" value="C"/> |
| 4 | <input type="text" value="Business Studies"/> | <input type="text" value="S"/> |

04. Degree/ Diploma/ Certificates

Please click [Add Record](#) button after each entryදත්ත ඇතුලත් කිරීමෙන් පසු [Add Record](#) බොත්තම ක්ලික් (click) කරන්නඉව්වොරු உள்ளிட்ட දින පිණිස [Add Record](#) බොත්තම ක්ලික් (click) කරන්න

| Degree/Diploma/Certificates | University/ Institute/s | Duration (months/years) | Class/ Grade | Effective Date | |
|--------------------------------------|-------------------------|-------------------------|----------------------|---|----------------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text" value="mm/dd/yyyy"/> | Add Record |
| Advanced Diploma in Computer Studies | IDM Computers | 2 years | 1st | 2008-12-12 | × |

05. Sports / Training / Extra Curricular Activities / Contributions (* If applicable/ දැක්වීමේ පමණක්/ பொருத்தமானது எனில்)

Please click [Add Record](#) button after each entryදත්ත ඇතුලත් කිරීමෙන් පසු [Add Record](#) බොත්තම ක්ලික් (click) කරන්නඉව්වොරු உள்ளிட்ட දින පිණිස [Add Record](#) බොත්තම ක්ලික් (click) කරන්න

| Qualification Obtained | University/ Institute/s | Duration (months/years)* | Place * | Effective Date * | |
|---|-------------------------|--------------------------|----------------------|---|----------------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text" value="mm/dd/yyyy"/> | Add Record |
| Leadership qualities were shown in scouting campaigns | Mahamaya vidyalaya | | | | × |
| Workshop on corrective Attitudes and Motivation | SDFL | 1 day | | | × |
| Participated in netball team | mahamaya vidyalaya | | | | × |
| member of the school explorers club | mahamaya vidyalaya | | | | × |
| participated and contributed towards to success of the exhibition of medical exhibition | mahamaya vidyalaya | | | | × |

----- End of the Application -----

5. **STEP 4 – Download and Print the filled online application**

- 5.1 Click “Download and Print” button to download the application in PDF format.
- 5.2 Then save the application and get a printout.
- 5.3 Specimen of the printed application is attached in Annex III.
- 5.4 You are **not allowed** to amend the data in the printed Part I of the application form.
- 5.5 The certified hard copies of relevant certificates/documents should be attached at the end of Part II of the application, according to the order of Annexure mentioned in No. 06 of the Part I of the application.

6. **STEP 5 - Forward the application to the Dean of the Faculty/ Head of the Department/Division**

The applicant should handover duly filled and signed Part I of the application along with the Part II, to the Dean of the Faculty, Head of the Department/Division to fill the Special Report in the Part II of the application.