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பல்கலைக்கழக மானியங்கள் ஆணைக்குழு  
**UNIVERSITY GRANTS COMMISSION**

මගේ අංකය  
எனது இலக்கம்  
My Number } UGC/HR/3/2/1- I

ඔබේ අංකය  
உமது இலக்கம்  
Your Number }

තැපැල් පෙරිවර  
அஞ்சல் பெட்டி  
Post Office Box } 1406

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

13.12.2021

Rectors of Campuses  
Directors of Institutes  
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Senior Assistant Secretary/Personnel, UGC

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

Your kind attention is invited to the Schemes of Recruitment applicable to the post of Clerk Grade III and Commission Circular Nos. 50 of 27.11.1979, 692 of 18.10.1996, 742 of 15.09.1998, and 10/2019 of 18.10.2019.

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. Therefore, the Commission at its 1039<sup>th</sup> meeting held on 24.09.2020, decided to implement an online system for inviting applications from the Primary Grades Employees for appointment of the Post of Management Assistant Grade III.

Accordingly, an online system to submit applications for appointment of primary grades employees to the post of Management Assistant Grade III by the relevant candidates has been introduced by the University Grants Commission.

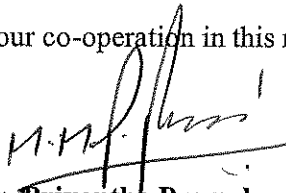
Since this is the first time the online applications are called for the above, it is appreciated, if your Personnel/Establishments/Administration Division could provide the required facilities and instructions for the prospective applicants to fill up the application form, if such assistance is sought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

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

1. Annexure I - Inviting Applications for Appointment of Primary Grades Employees to the Post of Management Assistant Grade III – 2021  
(Available in English, Sinhala and Tamil Languages)
2. Annexure II - Instructions to Applicants to fill the Part I of the Online Application through the Online Application System  
(Available in English, Sinhala and Tamil Languages)
3. Annexure III - Specimen of filled Application
4. Annexure IV - User Manual  
(Available in English, Sinhala and Tamil Languages)

Please contact Ms. Amali Amarasinghe, Senior Assistant Secretary, Human Resources Department, University Grants Commission via 011-2684744 or e-mail to [ma.primary@ugc.ac.lk](mailto:ma.primary@ugc.ac.lk) for clarification and any further details.

Your co-operation in this regard is much appreciated.

  
**Dr. Priyantha Premakumara**  
Secretary

Copies :

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2. DR/SAR/AR of Higher Educational Institutions/Institutes