

**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.

- Inviting Applications for Appointment of Primary Grades Employees to the Post of Management Assistant Grade III -2021 (Annex I)
- Specimen of printed Application Form (Annex III)
- User Manual (Annex IV)

1.2 The applicants are requested to keep copies of the following documents (as applicable) certified by the Administrative Officer in the University Grants Commission/Higher Education Institute/s since such copies are required to provide the information therein when filling the application through the online application system and to submit the completed application along with hard copies of the said documents.

1.2.1 Birth Certificate \*

1.2.2 G.C.E. (O/L) Certificate/s \*

1.2.3 G.C.E. (A/L) Certificate/s \*

1.2.4 Degree/ Diploma/ Certificate/s \*\$

1.2.5 Certificate/s of Sports \*\$

1.2.6 Other Certificate/s of Extracurricular Activities \*\$

1.2.7 Certificate/s of Training Courses \*\$

1.2.8 Certificates/ Letters of special contribution made to the Institution \*\$

1.2.9 Certificates/ Letters of leadership qualities displayed at level of School, Community, and Institute \*\$

1.2.10 Duty List #

\* Information in the certificates **to be provided in the online application** and **certified hard copies to be attached at the end** of the duly filled and signed printed online application.

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\$ Details of all the certificates to be considered for this appointment should be entered in No.4 and 5 of Part I of the online application.

## 2) How to fill and submit the Online Application

- 2.1 The University Grants Commission has made arrangements to invite the applications for the appointment of Primary Grades Employees to the Post of Management Assistant Grade III through the online application system. It is **compulsory for the applicants;**
- to apply** for appointments of primary grades employees to the post of Management Assistant Grade III **through the Online Application System;** and
  - 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 supporting documents as annexures and printed copy of the Part II of the application (format for Special Report) to the Dean of the Faculty, Head of the Department/Division.
- 2.2 Visit the official website of the University Grants Commission [www.ugc.ac.lk](http://www.ugc.ac.lk) to fill the application form through the online application system; and
- 2.3 Click on the “**Applications for Appointment of Primary Grades Employees to the Post of Management Assistant Grade III-2021**” link under “Latest Highlights” in the official website of the University Grants Commission.
- 2.4 Assistance can be obtained from the Personnel /Establishments/Administration Division of the UGC/HEIs for the filling of the application and obtaining the printouts of the application.
- 2.5 The Online Application System will be made available as follows.

	From	To
<b><u>Part I</u></b> For Applicants	16.12.2021 at 9.00 a.m.	14.01.2022 at 4.30 p.m.
<b><u>Part III</u></b> For Personnel/Establishments/ Administration Division of UGC/HEIs	20.12.2021 at 9.00 a.m	24.01.2022 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 14.01.2022**. Therefore, applicants are informed to submit the application through the online application system **before the above said deadline**.

2.6 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**  
*Special Report by Dean of the Faculty Head of the Department/Division* - To be filled **manually** by the Dean of the Faculty, Head of Department/Division.
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, should submit, download, print the application and upload the scanned completed document.

2.7 A duly **completed application** consists of the following **four (04) parts**.

- Part I (Printed copy of the Part I of the Application generated from the Online Application System completed and signed by the applicant with the supporting documents as annexures)
- Part II (Special Report filled manually and signed by the Dean of the Faculty, Head of the Department/Division on the format printed at the end of the Part I.)
- Part III (Completed by the Personnel/Establishments/General Administration Division of the UGC/HEIs)
- Annexures (Certified hardcopies of relevant certificates/documents should be attached by the applicant at the end of Part I of the application)

2.8 Incomplete applications which do not comply with the instructions and relevant Commission Circular provisions/decision mentioned herein **will be rejected**.

- 2.9 Accurate and true information should be provided at the time of filling the application form. If it is disclosed that any false information has been provided with prior knowledge of the candidate or that he/she has purposely omitted any important information that person would be vacated from the service in the university.
- 2.10 If the non-suitability of any candidate is disclosed at any time i.e. before the examination, during the examination period, after the examination or at any other time, the candidature would be cancelled in terms of the rules of this examination. Also, if the inaccuracy is detected after appointment, the applicant to be dismissed without any compensation.
- 2.11 The applicant should fill the application **only in English** through the online application system. **Help text in Sinhala and Tamil translations** will be appearing when the mouse pointer is moved to relevant text box in the Online Application System.
- 2.12 It is mandatory to fill all the fields in the online application system except the e-mail address.
- 2.13 After completing the Part I of the online application, click **“Submit”** button. Then click **“Download and Print”** button to get a printouts of the Part I and II of the application.
- 2.14 Before, submitting to the Dean of the Faculty, Head of the Department/Division, the certified hard copies of relevant certificates/documents should be attached at the end of Part I of the application according to the order of Annexure mentioned in No. 6 of the Part I of the application.

**3) Handing over of the Part I of application with annexures to fill the Special Report**

The applicant should hand over duly filled and signed Part I together with annexures in the end 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.

- 4) Dean of the Faculty, Head of the Department/Division, after completing the Special Report should send Part I along with the annexures and Part II of the application **on or before 20.01.2022** to the Personnel/Establishments/ Administration Division of UGC/HEIs for certification and recommendation of the application.

**5) Submit the completed application to the University Grants Commission**

The **scanned copy** of the **completed application** mentioned in the above No.2.7 should be **uploaded** by the Personnel/ Establishments / Administration Division of UGC/HEIs through the Online Application System **on or before 24.01.2022**; and

The **hard copy** of the **original completed application** mentioned in the above No.2.7 should be forwarded to the University Grants Commission by the Personnel/ Establishments / Administration Division of UGC/HEIs to the **Additional Secretary/Human Resources Department, University Grants Commission, 20, Ward Place, Colombo 07 on or before 31.01.2022**.