



UNIVERSITY GRANTS COMMISSION

VACANCY

The University Grants Commission being the apex body of the University System will entertain application through **online application system** from suitably qualified candidates for the following post at the Secretariat.

POST OF MANAGEMENT ASSISTANT, GRADE III

Qualifications :

1. Should have passed the G.C.E. (O/L) Examination in six (06) subjects at one sitting with credit passes in:-
 - i. Sinhala Language/Tamil Language
 - ii. English Language/English Literature
 - iii. Mathematics

&
2. Should have passed in all subjects at G.C.E. (A/L) Examination (except the Common General Paper) at one sitting. (Passing in 3 subjects under the old syllabus at one sitting would be sufficient for this purpose.)
3. Preference will be given to those who possess the following;

An acceptable qualification in computer applications of not less than six (06) months duration obtained from a recognized institute.

&

Two years of experience in the use of computer application packages.

Salary : Rs. 30,725 – 17 x 300 – 35,825 pm

Government approved allowances will be paid and contributions to Universities Provident Fund (UPF), Universities Pension Scheme and Employees' Trust Fund (ETF) will also applicable.

Method of Recruitment:

I. By Written Examination of following subjects

- Knowledge in Sinhala/Tamil & English Language
- Intelligent quotient and General Knowledge
- Computer Literacy

Candidates should secure minimum 40% marks in the each subject to pass written examination and minimum of 40 % marks to pass the interview.

and

II. Interview

Candidates should secure a minimum of 40% marks to pass the interview

If selected through a written examination and interview, final selection will be in the order of merit based on the aggregate of 75% of the marks at the written examination and 25% of the marks at the interview.

Age: Should be not less than 18 years and not more than 30 years of age on the closing date of applications

Eligibility:

- Should be a citizen of Sri Lanka
- Should be of good character

Application Procedure :

- (i). Online application system will be made available for suitable applicants as follows;

From	To
26 th March 2025 at 12.00 Noon	10 th April 2025 At 12.00 Noon
	Please note that the applicants will not be able to access the online applications system after 12.00 Noon on 10th April 2025.

- (ii). 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.

- (iii). Visit the official website of the University Grants Commission of Sri Lanka www.ugc.ac.lk and click on the link **Career Opportunities**.

Generated application through online application system will only be accepted. Incomplete applications which do not comply with the instructions will not be entertained. Applicants should fill the application only in English through the online application system.

- (iv). 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 **24th April 2025**.

- (v). 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.
- (vi). Candidates in the service of the University Grants Commission and Higher Educational Institutions/Institutes, Government Departments, State Corporations and Statutory Boards should channel their applications through the Heads of their respective Institutions. Applications which are not forwarded through the respective Heads of Departments will be rejected.
- (vii). Applications received after the closing date will not be entertained.
- (viii). University Grants Commission **reserves the right to shortlist the candidates by following a suitable method.**

Secretary
University Grants Commission
No: 20, Ward Place
Colombo 07

26th March 2025