

**APPLICATION FORM - PART I****Promotion to the Post of Management Assistant, Management Assistant (Book Keeping),  
Management Assistant (Shroff), Management Assistant (Store Keeping)  
Grade III to Grade II - 2023**Medium in which the applicant to sit the examination: **Sinhala****01. Personal Details**

1.1 Full Name : Mrs. Koshika De Alwis  
 1.2 Name with Initials : Mrs. K De Alwis  
 1.3 Date of Birth : 01.12.1988  
 1.4 National Identity Card No. : 8828381559V  
 1.5 Permanent Address : 102,1<sup>st</sup> Lane, Kelaniya  
 1.6 E-mail Address : koshika234@gmail.com  
 1.7 Contact Telephone No. : Mobile - 0777777777  
 Office -0112123123  
 Fixed - 0112911111

**02 Employment Details**

2.1 Present Designation : Management Assistant Grade III  
 2.2 Date of Appointment to the Post of Management Assistant Grade III : 15-05-2012  
 2.3 UGC / HEI : University Grants Commission  
 2.4 Faculty :  
 2.5 Division/Department : Human Resource Department

I do hereby certify that particulars submitted by me in this application are true and accurate. I agreed to abide by the rules, and regulations of the examination. I am aware that if any of these particulars are found to be false or inaccurate, I am liable to be disqualified before selection even though I have been successful at the written examination and to be dismissed without any compensation if the inaccuracy is detected after promotion.

.....  
Date

.....  
Signature of the Applicant

**The applicant should hand over duly filled and signed Part I along with the Part II of the application to the Dean of the Faculty/ Head of the Department/Division.**

RECOMMENDATIONS - PART II Application No. 2023/MA/0010

**Promotion to the Post of Management Assistant, Management Assistant (Book Keeping),  
Management Assistant (Shroff), Management Assistant (Store Keeping)  
Grade III to Grade II - 2023**

**03. Observations and Recommendation of the Head of the Department/ Division (if applicable)**

Observation/s : .....

Recommendation for promotion      Recommended            Not Recommended     

If not recommended, please mention the reason below.

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.....  
Signature of the **Head of the Department/Division**

(Please affix seal)

Date : ...../...../.....

**04. Observations and Recommendation of the Dean of the Faculty (if applicable)**

Observation/s : .....

Recommendation for promotion      Recommended            Not Recommended     

If not recommended, please mention the reason below.

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Signature of the **Dean of the Faculty**

(Please affix seal)

Date : ...../...../.....

**Please forward the Part I completed by the applicant and Part II of the Application to  
the Personnel(UGC)/ Establishments/ Administration Division of HEI on or before 28-04-2023**