

My No: UM/NA/05/37 Volume (III),
Establishments (Non Academic) Division,
University of Moratuwa.

25th April, 2024,

All Deans/Registrar/Bursar
Librarian and All Heads of the Departments/Divisions

Advertisement for the grade to grade promotions to the Non Academic – Non
Administrative staff - 2023

The advertisement calling applications for grade to grade promotion for the year 2023 is attached herewith for circulation among the Non Academic – Non Administrative staff of your Department/Division (Annex I). The closing date for admission of application is 17.05.2024.

Please obtain signature from relevant employees in the Form attached as Annex II confirming that they have seen the said advertisement. To ensure that all relevant Non Academic – Non Administrative staff are aware of the above-mentioned advertisement, please be good enough to send said format (Annex II) signed by the relevant staff of your Department/Division, to the Non-Academic Establishments Division for records on or before 10.05.2024



Assistant Registrar/Establishments (Non Academic)
For Registrar

FORMAT I

Part - A

Name of the Department/Division

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I have seen the advertisement dated 18.04.2024 calling application for grade to grade promotion for Non Academic – Non Administrative staff 2023 .

2023 වසරට අදාළ පරිපාලන නොවන අනුකූලතා කාර්යමණ්ඩල ශ්‍රේණිගත උසස්වීම් සඳහා වන 2024.04.18 දිනැති දැන්වීම පිළිබඳව දැනුවත් වුණෙමි.

Name නම	Designation තනතුර	Signature අත්සන

Part – B

Assistant Registrar / Establishments (Non Academic)

Please find the above acknowledgement of the relevant staff of the Division/ Department of confirming that they have seen above said advertisement.

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Head of the Department/Division

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Date