



UNIVERSITY GRANTS COMMISSION

VACANCY

Applications are invited from qualified candidates until **27.03.2026** for the following post for which a vacancy exists in the Office of the University Grants Commission.

Caretaker cum Cook – Grade III Post (No. of Vacancies – 01)

Qualifications :

1. Should have passed in six (06) subjects at the G.C.E. (Ordinary level) Examination with two (02) credit passes in not more than two sittings along with a Proficiency Certificate of not less than N.V.Q. Level 2 or 3 issued by a Technical / Vocational Training Institute recognized by the Tertiary and Vocational Education Commission

or

2. Should have passed in six (06) subjects at the G.C.E. (Ordinary level) Examination with two (02) credit passes in not more than two sittings along with one (01) year's service experience in the relevant field with technical skills.

Salary Scale - U-PL 2(III) Rs. 44,575 – 16 x 490 – 52,415 p.m. (In addition to the above government approved allowances will be paid)

Note -

- i. **Should stay in on full time basis**
- ii. Should be a citizen of Sri Lanka
- iii. Should be physically and mentally fit to discharge the duties
- iv. Should bear an excellent moral character

Recruitment - By a Trade Test and Structured Interview

Age - Should be not less than 18 years and not more than 45 years as at the closing date of applications.

Please note that the recruitment is made for the office of the University Grants Commission situated at No. 20, Ward Place, Colombo 07.

Application Procedure:

- i. A non-refundable fee of Rs. 500.00 will be charged for stationery and examination activities. That fee should be credited to Account No. 0002323287 maintained in favour of the University Grants Commission at the Torrington Branch of Bank of Ceylon and the bank deposit slip should be attached to the application and submitted.
- ii. Application should be downloaded from the **www.ugc.ac.lk** website of the University Grants Commission and it should be duly perfected and sent by registered post addressed to “**Deputy Secretary / Personnel, University Grants Commission, No. 20, Ward Place, Colombo 07**” to receive before **4.00 p.m. on 27.03.2026**. The post applying for should be clearly mentioned on the left top corner of the envelope containing the application.
- iii. Certified copies of the relevant certificates should be attached to the application and sent.
- iv. Only the applications perfected in the form downloaded from the above website will be taken into consideration and the applications that do not include the required details, that are unclear, late applications, applications that do not include the qualifications and experience and the applications that are not attached with the relevant copies of certificates will be rejected.
- v. If an application is rejected owing to any reason, that application will not be taken for consideration again.
- vi. Applicants already in government service or corporation service should direct their applications through the heads of the relevant departments.
- vii. University Grants Commission reserves the right to take the final and conclusive decision regarding the above recruitment.

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

13.03.2026