



University Grants Commission

Vacancies

Applications are called from qualified candidates for below mentioned posts lying vacant at University Grants Commission office up to 31.10.2025

Driver Grade III (03 Vacancies)

Qualifications

- Should have passed GCE O/L examination in 06 subjects with 02 credit passes at least in not more than two sittings.

And

- Driving licence issued by the Commissioner General of Motor Traffic should have been obtained and should have at least 03 years of driving experience after obtaining the driving licence.

Salary Scale : U-PL 3(III) Rs. 48,005-16,490-55,845pm (monthly)

(Government approved allowances will be paid in addition to this)

House Guardian and Cook Grade III Post (01 Vacancy)

Qualifications

- Should have passed GCE (O/L) examination in at least not more than two sittings in 06 subjects with 02 credit passes and proficiency certificate in not less than NVQ Level 2 or 3 which is recognized by National Vocational Education Commission issued by an Technical/Vocational institution relevant to above field

Or

- Should have passed GCE (O/L) examination in at least not more than two sittings in 06 subjects with 02 credit passes and 01 year service experience in the relevant field with technical skills.

Salary Scale : U-PL 2 (III) Rs. 44,575-16 × 490-52,415 p.m. (monthly)

(Government approved allowances will be paid in addition to this)

N.B. : Should be full time engaged.

Works Assistant Grade III (08 Vacancies)

Qualifications : Should have passed GCE O/L examination in 06 subjects with 02 credit passes at least in not more than two sittings.

Salary Scale : U-PL 1 (III) Rs. 42,775-16 × 450-49,975 p.m. (monthly)

(Government approved allowances will be paid in addition to this)

For above all positions

- Should be a citizen of Sri Lanka
- Should have physical and mental fitness to discharge duties well in the post.
- Should be of excellent and good moral character.

Recruitment : By a professional test and a structured interview.

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

Please be noted that above recruitments are made to the office of University Grants Commission at No. 20, Ward Place, Colombo 07.

Application procedure :

- A non-refundable fee of Rs. 500.00 will be levied for stationery and examination affairs. The receipt for payment of this fee made to Bank of Ceylon, Torrington Branch Account Number 0002323287 should be attached with applications.
- Applications should be downloaded from the website **www.ugc.ac.lk** of University Grants Commission and duly completed applications should be sent by registered post to be received before **4.00 pm on 31.10.2025** to the address of **Senior Assistant Secretary/Personnel, University Grants Commission, No. 20, Ward Place, Colombo 07**. The post applied for should be clearly mentioned at the top left corner of envelopes enclosing applications.
- Certified copies of relevant certificates should be attached with application.
- Applications perfected downloading from the above website will only be considered and non submission of relevant required details, not legible, applications received after due date, and non mentioning of qualifications and experience and non attachment of copies of relevant certificates will be subject to be rejected.
- Applications from state service or corporations should be submitted through their respective heads of relevant departments.
- If apply for driver post, a certified copy of the driving licence should be submitted with applications.
- If any application is rejected under any circumstances, that application will not be re considered.
- University Grants Commission reserves the right of taking final decision regarding above recruitments.

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

On 14.10.2025