



UNIVERSITY GRANTS COMMISSION

COMMISSION CIRCULAR NO.17/2018

No. 20, Ward Place,
Colombo 07.

December 13, 2018

Vice Chancellors of Universities
Rectors of Campuses
Directors of Institutes

SCHEME OF RECRUITMENT FOR THE POST OF CARETAKER CUM COOK

The University Grants Commission at its 999th meeting held on 15.11.2018 approved the annexed Scheme of Recruitment for the post of Caretaker Cum Cook to be implemented in the University System.

2. The above decision will be enforced with effect from 01.01.2019.
3. Please take action accordingly.

me
Professor Mohan de Silva
Chairman

Copies :

1. Secretary/ Ministry of Education & Higher Education
2. Chairman's Office/UGC
3. Vice-Chairman/UGC
4. Members of the UGC
5. Secretary/ UGC
6. Deans of Faculties
7. Registrars of Universities
8. Accountant/UGC
9. Bursars of Universities
10. Librarians/SAL/AL of the Higher Educational Institutions/ Institutes
11. Deputy Registrars/ Snr. Asst. Registrars/ Asst. Registrars of Campuses/Institutes
12. Deputy Bursars/ Snr. Asst. Bursars/Asst. Bursars of Campuses/Institutes
13. Internal Auditor/UGC
14. Govt. Audit Superintendents of Universities
15. Deputy Int. Auditors/ Snr. Asst. Int. Auditors/Asst. Int. Auditors of HEIs
16. Secretaries of Trade Unions
17. Auditor-General

UGC/HR/2/3/157

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SCHEME OF RECRUITMENT FOR THE POST OF CARETAKER CUM COOK

POST AND SALARY CODE	METHOD OF RECRUITMENT	QUALIFICATIONS
<p>Caretaker Cum Cook (Grade III) U-PL 2 (III)</p>	<p>By advertisement within the UGC and the Higher Educational Institutions in the first instance. Selection by test and/or interview.</p> <p>By recruitment externally following the procedure approved by the Government if no suitable applications are available internally. Selection by test and/or interview.</p>	<p><u>For External Applicants:</u></p> <p>i. Should pass in six subjects at the G.C.E. (O/L) Examination with at least four credit passes in two sittings.</p> <p align="center">OR</p> <p>Having obtained a National certificate of Cook/Room Attendant (NVQ Level 3) issued by a Technical Vocational Training Institute accepted by the Tertiary & Vocational Education Commission</p> <p>ii. Must have a knowledge of the care of furniture, crockery, cutlery and linen and maintaining the surrounding garden. Must be able to maintain an inventory.</p> <p>iii. Must have a knowledge of cooking and the preparation of both Western and Eastern dishes for a given number of persons.</p> <p><u>For Internal Applicants:</u></p> <p>i. Having obtained the qualifications required by the external candidates above.</p> <p>Age should be not less than 18 years and not more than 45 years. The upper age limit will not apply to the internal candidates.</p>
<p>Caretaker Cum Cook (Grade II) U-PL 2 (II)</p>	<p>By promotion. Selection by an interview.</p>	<p>A Caretaker Cum Cook (Grade III) who has completed 10 years' satisfactory service in that grade or has spent one year on the maximum of the salary scale may be considered for promotion.</p> <p align="right">Department of Human Resources University Grants Commission No. 20, Word Place, Colombo 7.</p>

Caretaker Cum Cook (Grade I) U-PL 2 (I)	By promotion. Selection by an interview.	A Caretaker Cum Cook (Grade II) who has completed 07 years satisfactory service in that grade.
Caretaker Cum Cook (Special Grade) U-PL 2 (Sp)	By promotion. Selection by an interview.	A Caretaker Cum Cook (Grade I) who has completed 05 years satisfactory service in that grade.

Department of Human Resources
University Grants Commission
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Colombo 7.