

# Ministry of Agriculture & Plantation Industries



## Vacancies

### Coconut Research Institute

Applications are invited from citizens of the Democratic Socialist Republic of Sri Lanka for the following posts of the Coconut Research Institute.

#### **01 Post of Experimental Officer**

##### **Professional Qualifications & Experience:**

**External:** Degree in Science / Agriculture/ Plantation Management from a recognized university.

**Internal:** Ten (10) years satisfactory service in Technical Officer Management Assistant-tech category.

- **Age** : Should be not less than 22 years and not more than 45 years on the closing date of application. The upper age limit will not apply to internal candidates.
- **Salary category** : MA 4
- **Salary Scale** : Rs.37,970/-10x755/-15x930/-5x1,135/-65,145/-
- **Starting Salary Point** : Rs. 37,970.00 - (As per MSD Circular No – 2/2016)
- **Other Benefits** :

Following monthly allowance are paid in addition to the basic salary.

- i. Cost of Living allowance - Rs.7,800/-
- ii. Communication Allowance
- iii. Tea Allowance

## **02.Post of Management Assistant (Clerical)**

### **Professional Qualifications and Experience:**

- **External** : GCE (O/L) with six subjects in one sitting with four credit passes including Sinhala/Tamil, English and Mathematics and GCE (A/L) with three passes in one sitting.

**AND**

Knowledge in computer applications (e.g. word processing, spreadsheet, presentations)

**AND**

Minimum speed in word processing in English using Computer and Typewriter should be 50 and 40 WPM respectively.

- **Internal** : Employees of the categories of primary level skilled, primary level semi - skilled, primary level unskilled who possess the following qualifications are eligible to apply.

GCE (O/L) in six subjects in one sitting with four (4) credits passes including Sinhala/ Tamil, English and Mathematics.

**AND**

Minimum of five years' service in a permanent post under the above employed category.

**AND**

Minimum speed in word processing in English using Computer/ Typewriter should be 50/40 WPM respectively.

**Note** : Knowledge in word processing in Sinhala and Tamil will be a distinct advantage.

- **Age** : Should be not less than 18 years and not more than 45 years on the closing date of application. The upper age limit will not apply to internal candidates.
- **Salary Category** : MA 1-2
- **Salary Scale** : Rs. 27,910/-10x300/-7x350/-12x600/-12x710/-49,080/-
- **Starting Salary Point** : Rs. 27,910.00 - (As per MSD Circular No – 2/2016)

- **Other Benefits:**

Following monthly allowances are paid in addition to the basic salary.

- i. Cost of Living allowance - Rs.7,800/-
- ii. Tea Allowance

## **12.Post of Management Assistant (Auditing)**

### **Professional Qualifications and Experience:**

- **External** : GCE (O/L) six subjects in one sitting with four credit passes including Sinhala /Tamil, English and Mathematics.

**AND**

GCE (A/L) in commerce stream with three passes in one sitting with credit pass in Accountancy

**AND**

Knowledge in computer applications (e.g. word processing, spreadsheet presentations)

- **Note** : Working knowledge in Auditing will be a distinct advantage
- **Internal** : Employees of the categories of primary level skilled, primary level semi skilled, primary level unskilled who possess the following qualifications are eligible to apply.

GCE (O/L) in six subjects in one sitting with four credits passes including Sinhala/ Tamil, English and Mathematics.

**AND**

Minimum of five years service in a permanent post under the above employed category.

- **Note** : Working knowledge of MS word and MS Excel will be a distinct advantage
- **Age** : Should be not less than 18 years and not more than 45 years on the closing date of application. The upper age limit will not apply to internal candidates

- **Salary Category** : MA 1-2
- **Salary Scale** : Rs. 27,910/-10x300/-7x350/-12x600/-12x710/-49,080/-
- **Starting Salary Point** : Rs. 27,910.00 - (As per MSD Circular No – 2/2016)

- **Other Benefits:**

Following monthly allowances are paid in addition to the basic salary.

- i. Cost of Living allowance - Rs. 7,800/-
- ii. Tea Allowance

**General Conditions:**

1. Applicant should be a citizen of Sri Lanka.
2. Applicant should have good physical & mental fitness.
3. Applicant should be willing to serve in any part of Sri Lanka.

**General Benefits:**

1. Gratuity will be paid in accordance with the Gratuity Act. No.12 of 1983 and the MSD Circular No 2/2016 dated 25.04.2016.
2. Contributory Medical Aid Scheme
3. Provident Fund and Employees Trust Fund. The candidates will be required to contribute 10% and the Board will contribute 15% for PF and 3% for ETF of the Salary
4. Other fringe Benefits applicable to employees of the Coconut Research Institute.

Applicants should forward their signed application with copies of birth certificate, education certificates, other relevant certificates, two testimonials (one from Grama Niladhari) together with names, addresses and telephone numbers of two non-related referees, under registered post to reach the **Chairman, Coconut Research Board, Lunuwila, 61150**, on or before **22/12/2023**

The late applications will be rejected.

Applications from officers in Government Departments/ Corporations/ Statutory Boards should be forwarded through their respective Heads. A copy may be sent directly.

Please mark the post applied for on the top left-hand corner of the envelope.

Please note that the Application without copies of the relevant certificate will be rejected.

**CANVASSING WILL BE A DISQUALIFICATION.**

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Chairman  
Coconut Research Board  
Lunuwila.

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