

State Ministry of Coconut, Kithul & Palmyrah Cultivation  
Promotion & Related Industrial Product Manufacturing &  
Export Diversification



## 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 Senior Manager (Estate)**

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

###### **External:**

**Professional:** Degree in Agriculture/Plantation Management from a recognized university with a postgraduate degree in a relevant discipline

**AND**

**Experience:** Minimum of fifteen (15) years experience in managerial level in a coconut plantation not less than 100 Ha in Manager Category in a government / semi government organization or a reputed company.

###### **Internal:**

**Professional:** Degree in Agriculture/Plantation Management from a recognized university

**AND**

**Experience:** Five (05) years satisfactory service in grade I of the Manager category as Manager (Estates)

- Age : Should be not less than 35 years and not more than 55 years on the closing date of application. The upper age limit will not apply to internal candidates.
- Salary category : HM 1-1
- Salary Scale : Rs.80,295/-15x2,270/-114,345/-
- Starting Salary Point : Rs. 80,295.00 – [As per Circular No – 2/2016(I)]

### **Other Benefits:**

1. Following monthly allowances are paid in addition to the basic salary.
  - I. Transport Allowance – Rs. 50,000/-
  - II. Fuel Allowance
  - III. Cost of Living allowance - Rs.7,800/-
  - IV. Professional Allowance
  - V. Communication Allowance
  - VI. Tea allowance

## **02. Network Administrator**

### **Qualifications & Experience:**

**External:** A bachelor's degree in computer science from a recognized university with a minimum of three (3) years post qualifying experience in wide area network systems.

**Note:** Experience in database management, web application development and sound knowledge of standard software packages will be an added qualification.

- 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 : MM 1-2
- Salary Scale : Rs. 54,550/-10x1,375/-15x1,910/-96,950
- Starting Salary Point: Rs. 54,550/- - (As per Circular No – 2/2016)

### **Other Benefits:**

1. Following monthly allowances are paid in addition to the basic salary.
  - i. Cost of living allowance - Rs.7,800/-
  - ii. Professional allowance
  - iii. Communication allowance
  - iv. Tea allowance

## **03. Post of Personal Assistant to Director - Grade II**

### **Qualifications and Experience:**

**External:** A degree in Science / Communication from a recognized university with one year post qualifying experience in a Government Department / Corporation / Board or in a reputed Mercantile Establishment.

**OR**

G C E (A/L) with three passes and G C E (O/L) with six subjects in one sitting with five credits including Mathematics and English and one (01) year Diploma Course in National Certificate in Secretarial Practice or Diploma Certificate Course in Secretarial (not less than one year) from a recognized institute and minimum of 10 years experience in secretarial work in a Corporation / Board or in a reputed Mercantile Establishment.

**AND**

Minimum Word processing speed in computer for English and Sinhala to be 65 and 50 WPM respectively and skills in computer presentations.

**AND**

Sound communication skills in English / Sinhala language

**Note:** Working knowledge in Tamil will be an added qualification. A Certificate Course not less than six months in a relevant area would also be an added qualification.

**Internal:** Minimum of five (05) years satisfactory service as a Management Assistant Technological or Non-Technological Category in Grade I, in a relevant field.

**Note:** Working knowledge in Tamil will be an added qualification. A Certificate Course not less than six months in a relevant area would be an added qualification.

- 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 : JM 1-2
- Salary Scale : Rs.43,355/-10x755/-18x1,135/-71,335/-
- Starting Salary Point : Rs. 43,355.00 - (As per Circular No – 2/2016)

**Other Benefits:**

1. 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

**04. Post of Technician (Audio/Visual) - Grade III**

**Qualifications and Experience:**

**External:** GCE (O/L) with passes in at least six (6) subject with four (4) credit passes including Mathematics and Language (Sinhala/Tamil), English in one sitting and GCE (A/L) with three passes in one sitting in relevant subject combination and a two-year Diploma in a relevant field not below the N.V.Q. Level 5 from a recognized institution.

**AND**

One year post qualifying experience in handling audiovisual aid and AV productions

- Age : Should be not less than 22 years and not more than 45 years on the closing date of application.
- Salary category : MA 2-2
- Salary Scale : Rs. 30,310/-10x300/-7x350/-4x600/-20x710/-52,360/-
- Starting Salary Point : Rs. 30,310.00 - (As per Circular No – 2/2016)

**Other Benefits:**

1. Following monthly allowances are paid in addition to the basic salary.
  - i. Cost of Living allowance - Rs. 7,800/-
  - ii. Tea allowance

**05. Post of Technician (Printing) – Grade III**

**Qualifications and Experience:**

**External:** GCE (O/L) with at least six (6) subjects in one sitting with four (4) credit passes including Sinhala/ Tamil, English and Mathematics and GCE (A/L) in Science with three passes in one sitting in the relevant subject combination.

**AND**

One year Diploma in Offset Printing or in a relevant field from a recognized organization not below the NVQ level 05.

**AND**

One year post experience in printing work.

- Age : Should be not less than 22 years and not more than 45 years on the closing date of application.
- Salary Category : MA 2-2
- Salary Scale : Rs. 30,310/-10x300/-7x350/-4x600/-20x710/-52,360/-
- Starting Salary Point : Rs. 30,310.00 - (As per Circular No – 2/2016)

**Other Benefits:**

1. Following monthly allowance are paid in addition to the basic salary.
  - i. Cost of living allowance - Rs.7,800/-
  - ii. Tea allowance

## **06. Post of Library Assistant – Grade III**

### **Qualifications and Experience:**

**External:** GCE (O/L) with at least six (6) subjects in one sitting with four (4) credit passes including Sinhala/ Tamil, English and Mathematics and GCE (A/L) in Science with three passes in one sitting in the relevant subject combination.

**AND**

A pass in first exam of Librarianship of Library Association with one year post qualifying experience as a Library Assistant/Clerk in a recognized organization either in Government Department, Corporation/Board or reputed Mercantile Establishment.

**Note:** Working knowledge of MS Word and MS Excel will be a distinct advantage.

- Age : Should be not less than 22 years and not more than 45 years on the closing date of application.
- Salary Category : MA 2-2
- Salary Scale : Rs. 30,310/-10x300/-7x350/-4x600/-20x710/-52,360/-
- Starting Salary Point : Rs. 30,310.00 - (As per Circular No – 2/2016)

### **Other Benefits:**

1. Following monthly allowance are paid in addition to the basic salary.
  - i. Cost of living allowance - Rs.7,800/-
  - ii. Tea allowance

## **07. Post of Technical Officer - Grade III**

### **Qualifications:**

#### **External:**

GCE (O/L) with at least six (6) subjects in one sitting with four (4) credit passes including Sinhala/ Tamil, English and Mathematics

**And**

GCE (A/L) in Science with three passes in one sitting in the relevant subject combination and a two-year Diploma in a relevant field not below the N.V.Q. Level 5 from a recognized institution

#### **Internal:**

G.C.E O/L with at least six (6) subjects in one sitting with four credit passes including Sinhala/Tamil, English and Mathematics and a Diploma not below N.V.Q Level 5 with minimum of five (5) years of satisfactory service in PL categories.

**Note:** Selected candidates are required to work in laboratories as well as in the field. Preference will be given to candidates possessing a valid driving license for motorcycle.

- 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 2-2
- Salary Scale : Rs. 30,310/-10x300/-7x350/-4x600/-20x710/-52,360/-
- Starting Salary Point : Rs. 30,310.00 - (As per Circular No – 2/2016)

**Other Benefits:**

1. Following monthly allowance are paid in addition to the basic salary.
  - i. Cost of living allowance - Rs.7,800/-
  - ii. Tea allowance

## **08. Post of Management Assistant (Accounting) – Grade III**

### **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 with a credit pass for Accountancy

**AND**

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

**Note:** Working knowledge of accounting 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 Circular No – 2/2016)

**Other Benefits:**

1. Following monthly allowances are paid in addition to the basic salary.
  - i. Cost of Living allowance - Rs. 7,800/-
  - ii. Tea allowance

**09. Post of Management Assistant (Auditing) – Grade III**

**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 Circular No – 2/2016)

**Other Benefits:**

1. Following monthly allowances are paid in addition to the basic salary.
  - i. Cost of Living allowance - Rs. 7,800/-
  - ii. Tea allowance

**10. Post of Management Assistant (Clerical) – Grade III**

**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.

**Note:** Knowledge in word processing in Sinhala and Tamil 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 (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 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 Circular No – 2/2016)



### **Other Benefits:**

- 1 Following monthly allowances are paid in addition to the basic salary.
  - i. Cost of Living allowance - Rs.7,800/-
  - ii. Tea allowance

## **11. Post of Management Assistant (Shroff) – Grade III**

### **Qualifications and Experience:**

**External:** GCE (O/L) in 6 subjects in one sitting with four credit passes including in Sinhala / Tamil, English and Mathematics AND GCE (A/L) with three passes in one sitting and credit pass in Commerce

**AND**

Minimum of one year experience in the relevant field in a Government Department/Corporation/Board or reputed mercantile Establishment

**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 credit passes including Sinhala/ Tamil, English and Mathematics.

**AND**

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

- 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 Circular No – 2/2016)

### **Other Benefits:**

- 1 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 Lab & Field Assistant - Grade III**

### **Qualifications and Experience:**

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

**Note:** Working experience in laboratory in a Government Departments, Corporations, Statutory Board or a reputed mercantile establishment 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) with six subjects in one sitting with four credit passes including Language (Sinhala/Tamil/), English and Science / Agriculture

**AND**

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

### **Service Requirements: -**

- Selected candidates should engage in field work in Coconut lands in the remote areas.
- Preference will be given to person who have valid Motorcycle driving licence.
- 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 Circular No – 2/2016)

### **Other Benefits:**

1. Following monthly allowances are paid in addition to the basic salary.
  - i. Cost of Living allowance - Rs.7,800/-
  - ii. Tea allowance

### **General:**

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 MSD Circular No 2/2016 on 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 Gramaniladhari) 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 **21.01.2022**

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.

**CANVASSING WILL BE A DISQUALIFICATION.**

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Chairman  
Coconut Research Board  
Lunuwila.

31.12.2021