



Ministry of Plantation Industries

Coconut Development Authority

Applications are hereby invited from the citizens of Sri Lanka who are well experienced and having necessary qualifications with regard to the under mentioned post presently vacant at the Coconut Development Authority.

1. Posts - Director General's Secretary

No. of Vacancies - 01

Service Category : Management Assistant (Non Tech) (MA -1-1)

Salary Scale : 27,910/-,10x300/-,7x350/-,4 x495/-,20x660/-= රු.48,540/-(MA 1-1 2016)
(Per month)+ Approved Government Allowances.

(Salary is paid on Annexure 11 of Management Service Circular No 02/2016)

Year	2019	2020
Salary	රු. 25,018/-	රු. 27,910/-
Adjustment Allowance	රු.1200/-	--

Qualifications (for External Candidate)

- Should have passed G.C.E.(Ordinary Level) Examination in six (06) subjects in one sitting with four (4) credit passes obtained for Sinhala Language / Tamil Language, Mathematics.
With
- Should have passed all subjects of the G.C.E.(Advanced Level) Examination in one sitting. (exclusive of the General Common Test)

It is also an additional qualification to have experience in any of the fields relevant to the post of a government or private institution.

Qualifications (for Internal Candidate)

- Should have passed G.C.E.(Ordinary Level) Examination in six (06) subjects in one sitting with four (4) credit passes obtained for Sinhala Language / Tamil Language, Mathematics.
- Permanent appointments should be held in the service and must be confirmed in the appointments.

- At least five years of continuous satisfactory service in a permanent appointment should be fulfilled periodically for the expiration of the due date.

Age Candidates should not be less than 18 years old and not more than 45 years as at closing date of applications. The upper age limit would not be applicable to Applicants already in the services of Government Dept./Provincial Government/State Corporations/Statutory Boards and Permanent Service in the Coconut Development Authority.

Method of Recruitment: By a structured interview.

Other

- Should be a citizen of Sri Lanka
- Should have the physical and psychological fitness required to serve the job well and to serve in any part of the country.
- Should be of excellent character.

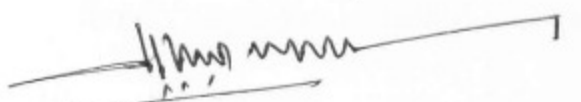
Benefits:

- Gratuity under Act. No. 12 of 1983.
- Covered under a staff Medical Insurance Scheme and Personal Accident Insurance Scheme.
- Employees' Provident Fund (EPF) Employee-10%, Employer 15% and Employees' Trust Fund (ETF) 3% Contribution by Employer.
- Other fringe benefits applicable to Employees of the Authority.

Application of the candidates inclusive of the details of the applicant's present employment, salary particulars, previous positions held with duration and names and addresses of two non-related referees, and all the other particulars of the applicants together with copies of Birth Certificate , Educational , Professional & service certificates thereof, should be forwarded under registered cover to reach on or before 10.04.2019. The post applied for should be indicated on the top left-hand corner of the envelope.

Applications from employees in Government Departments / Provincial Government Service / State Corporations / Statutory Boards should forward their applications through the respective Head of Institutions and applicants who are already in permanent service in the Coconut Development Authority should forward their applications through the respective Divisional Heads of the Authority.

Applications received after the closing date or sent without copies of the above mentioned certificates or not, sent through heads of Departments/Institution will be rejected.


Chairman
Coconut Development Authority
No 54, Nawala Road,
Narahenpita
Colombo 05