

# Vacancies

## Ministry of Mahaweli, Agriculture, Irrigation and Rural Development Agricultural and Agrarian Insurance Board

Applications are invited from qualified citizens of Sri Lanka for the undermentioned vacancies that exist at the Agricultural and Agrarian Insurance Board.

### Director (Administration and Human Resources)

Should have the Associate membership of a recognized professional institute regarding human resources management and 15 years of experience in the subject field of administration and human resources in the Government Sector / Corporation / Board or reputed institution in management level. (At least 03 out of that should be after obtaining the associate membership)

Or

A degree obtained in the subject field of Business Management / Human Resources Management / Business Administration / Law from a university recognized by the University Grants Commission and a Postgraduate degree obtained in the said subject field and 15 years experience in the subject field of administration and human resources in the government sector / corporation / board or reputed institution after obtaining the Bachelor's degree. (At least 03 years out of that should be after obtaining the postgraduate degree.)

### Director (Finance)

Being an Associate Member of the Institute of Chartered Accountants of Sri Lanka (ICASL) / Chartered Institute of Management Accountants (CIMA) of U.K. / Association of Chartered Certified Accountants (ACCA) of U.K. and 15 years experience in Accounting / Auditing subject field in government sector / corporation / board or reputed institution in management level. (At least 03 years out of that should be after obtaining the associate membership)

Or

A degree obtained in the subject field of Accounting / Management / Commerce from a university recognized by the University Grants Commission and a Postgraduate degree obtained in the said subject field and 15 years experience in accounting or auditing subject field in the government sector / corporation / board or reputed institution after obtaining the Bachelor's degree. (At least 03 years out of that should be after obtaining the postgraduate degree.)

### Director (Operations)

Being an associated member of a recognized professional institute in insurance / marketing and 15 years experience in insurance or marketing subject field in government sector / corporation / board or reputed institution in management level. (At least 03 years out of that should be after obtaining the associate membership)

Or

A degree obtained in the subject field of Agriculture / Management / Marketing / Insurance / Business Management / Commerce / Economics from a university recognized by the University Grants Commission and a Postgraduate degree obtained in the said subject field and 15 years experience in accounting or auditing subject field in the government sector / corporation / board or reputed institution after obtaining the Bachelor's degree. (At least 03 years out of that should be after obtaining the postgraduate degree.)

### Director (Insurance)

Being an Associate Member of a recognized professional institute and 15 years experience in insurance / biometrics subject field in the government sector / corporation / board or reputed institution in management level. (At least 03 years out of that should be after obtaining the associate membership)

Or

A degree obtained in the subject field of Insurance / Marketing / Commerce / Business Management / Business Administration / Biometrics from a university recognized by the University Grants Commission and a Postgraduate degree obtained in the said subject field and 15 years experience in insurance / biometric subject field in the government sector / corporation / board or reputed institution after obtaining the Bachelor's degree. (At least 03 years out of that should be after obtaining the postgraduate degree.)

#### Salary Scale:

Salary Scale for these posts as per Schedule I of Management Services Circular No. 02/2016 dated 25.04.2016 is: HM 1-1 Rs. 81,670 – 2,270x15 – 115,720/- (HM 1-1 – 2016)

(In addition to the above, other allowances approved by the Board will be paid)

**Age Limit:** Should be not less than 35 years and not more than 50 years. (Maximum age limit is not applicable to internal applicants)

#### Method of Recruitment

Will be recruited after being selected at a structured interview conducted by a board appointed by the appointing authority. Out of the qualified applicants, at least double the amount of number of vacancies available will be called for the interview. Selection will be made according to the order of merits obtained among those who scored the highest marks.

### Assistant Director (District Office)

A degree obtained in the subject field of Agriculture / Management / Insurance / Marketing / Commerce / Economics from a university recognized by the University Grants Commission and 03 years experience in field administrative activities in the government sector / corporation / board or reputed institution after obtaining the degree.

### Assistant Director (Administration and Human Resources)

A degree obtained in the subject field of Business Administration / Human Resources Management / Management / Law from a university recognized by the University Grants Commission and 03 years experience in administration and human resources activities in the government sector / corporation / board or reputed institution after obtaining the degree.

### Assistant Director (Marketing)

A degree obtained in the subject field of Management / Marketing / Business Administration from a university recognized by the University Grants Commission and 03 years experience in marketing and publicity subject field in the government sector / corporation / board or reputed institution after obtaining the degree.

### Assistant Director (Legal and Board Secretary)

Should have obtained the Law degree (L.L.B.) from a university recognized by the University Grants Commission or should have passed the Law exam of the Law College and should have 03 years experience as an attorney-at-law in the Supreme Court.

### Assistant Director (Information Technology)

A degree obtained in the subject field of Computer Science / Information Technology from a university recognized by the University Grants Commission and 03 years experience in computer and information technology subject field in the government sector / corporation / board or reputed institution after obtaining the degree.

#### Salary Scale:

Salary Scale for these posts as per Schedule I of Management Services Circular No. 02/2016 dated 25.04.2016 is: MM 1-1 Rs. 53,175 – 1375x10 – 1910x15 – 95,575/- (MM 1-1 – 2016)

(In addition to the above, other allowances approved by the Board will be paid)

#### Age Limit:

Should be not less than 25 years and not more than 45 years. (Maximum age limit is not applicable to internal applicants)

#### Method of Recruitment

Will be recruited after being selected either in a competitive examination or in a structured interview conducted by the board appointed by the appointing authority.

#### General

\*\* Steps will be taken also to call for applications internally for all these posts.

#### Additional Qualifications:

1. Ability to work in English language
2. Knowledge in the use of computers and having vocational educational qualifications in this regard.

#### Others:

Every candidate should be:

- (a) A citizen of Sri Lanka
- (b) Should be physically and mentally fit to perform the duties entrusted to this post and to serve in any part of the island.
- (c) Should have an excellent moral character

Method marks are given at the structured interview:

	Marks
1. For relevant additional qualifications	30
2. For relevant additional experience	30
3. For relevant other capabilities	15
4. Performance at the interview	25
	<u>100</u>

#### Conditions of Service:

This post is permanent. Employee should contribute 10% of the salary and the Agricultural and Agrarian Insurance Board will contribute 12% to the Employees Provident Fund. Board will also contribute 3% of the salary to the Employees Trust Fund.

Applicants who are already in the service of government departments, statutory Boards and Corporations should direct their applications through the heads of their respective institutions and the maximum age limit will not be applicable to them.) Further, the head of the institution should have certified that the candidate could be released from service within a month if he/she is selected for the post.

#### Method of Applying:

Applications containing all details regarding the name, address, age, educational qualifications, professional qualifications and experience along with copies of certificates and names and addresses of two non-related referees should be sent by registered post to the address given below to receive on or before 15.09.2020. Applications that do not contain the copies of certificates and late applications will be rejected. If applying for several posts, separate applications should be submitted for each post and the name of post applying for should be mentioned on the left hand top corner of the envelope containing the application. The Board of Directors reserves the right to take the final decision regarding the recruitment.

**Chairman**  
**Agricultural and Agrarian Insurance Board**  
**No. 117, Subhadarama Road**  
**Gangodawila**  
**Nugegoda**

24.08.2020