



**Ministry of Plantation and Community
Infrastructure
Coconut Development Authority**



Applications are hereby invited from the citizens of Sri Lanka who are well experienced and have necessary qualifications with regard to the undermentioned posts presently vacant at the Coconut Development Authority.

1. Post : Programme Assistant (Technical Service)

No. of Vacancies : 08

Service Category : Associate Officer(MA -3)

Salary Scale : Rs.32,200/-,10x445/-,11x660/-,10 x 730/-,5x750/- = Rs.54,960/-
(MA 3-2016) (Per month) + Approved Government Allowances.

Basic Salary Step : Rs.32,200/-

Educational Qualifications :

Should have obtained a degree from a university recognized by the University Grants Commission in the fields of Marketing, Commerce, Business Administration, Economics

2. Post : Programme Assistant (Marketing Research)

No. of Vacancies : 01

Service Category : Associate Officer(MA -3)

Salary Scale : Rs.32,200/-,10x445/-,11x660/-,10 x 730/-,5x750/- = Rs.54,960/-
(MA 3-2016) (Per month) + Approved Government Allowances.

Basic Salary Step : Rs.32,200/-

Educational Qualifications :

Should have obtained a degree from a university recognized by the University Grants Commission in the fields of Chemistry, Microbiology, Biochemistry, Botany.

Age :

Candidates should not be less than 22 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 : Written competitive examination and/or a structured interview.

3. Post : Field Assistant

No. of Vacancies : 02

Service Category : Management Assistant (NonTech) (MA -1-1)

Salary Scale : Rs.27,910/-,10x300/-,7x350/-,4x495/-,20x660/- = Rs.48,540/-
(MA1-1 2016) (Per month) + Approved Government Allowances.

Basic Salary Step : Rs.27,910/-

Educational Qualifications

i. Should have passed G.C.E.(Ordinary Level) Examination in six (06) subjects in one sitting with four (04) credit passes including Sinhala Language /Tamil Language, and Mathematics

And

ii. Should have passed all subjects of the G.C.E.(Advanced Level) Examination (Exclusive of the General common test) in one and the same sitting.

Having relevant experience in the relevant field for a position in a government or private institution is considered an additional qualification.

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 : Written competitive examination and/or a structured interview.

Other :

For the above posts

1. Should be a citizen of Sri Lanka
2. To perform the duties assigned to the post well and be prepared to work in any part of the country. Must be physically and mentally fit to serve.
3. Must be of excellent character.

Benefits :

1. Gratuity under the Act. No. 12 of 1983.
2. Covered under a staff Medical Insurance Scheme and Personal Accident Insurance Scheme/Workmen Compensation Insurance scheme
3. Employees' Provident Fund (EPF), Employee - 10%, Employer 15% and Employees' Trust Fund (ETF) 3% Contribution by Employer.
4. 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 **23.12.2024**. 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 Heads 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 / Institutions will be rejected.

This advertisement may be downloaded from CDA web site - **www.cda.gov.lk**

Chairman

Coconut Development Authority,

No 54, Nawala Road, Narahenpita,

Colombo 05.