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 : Internal Auditor

No. of Vacancies – 01

Service Category – Middle Management level - (MM 1-1)

Salary scale: Rs. 91,690,/- 10x2,480/-, 15x3,450/-, Rs.168,240/- (MM1-1 2025) (per month) + Approved Government Allowances.

Basic Salary Step : Rs. 81,710/-

Educational Qualifications and Experience :

For External Applicants

i. Should have obtained a degree from a university, recognized by the University Grants Commission in the fields of Accountancy, Commerce, Business Administration, Public Administration, Management.

Or

ii. Passed Intermediate Examination of Institute of Chartered Accountants of Sri Lanka/Parts A and B of Institute of Cost and Management Accountants of England and Professional Part I/Intermediate Examination of Institute of Chartered and Chartered Accountants (England)

iii. Should have at least 03 years of experience in audit or accounting field, after obtaining the above i or ii qualification.

For Internal Applicants.

i. Should have completed satisfactory period of service not less than 05 years in a Junior Management level (JM 1- 2) of grade II of the Coconut Development Authority.

Or

ii. Should have completed satisfactory period of service not less than 05 years in a related field in a MA 3 category in Coconut Development Authority and having fulfilled the educational qualifications for external applicants.

Age Limit : Candidates should not be less than 25 years of age and not more than 45 years as at closing date of applications. The upper age limit would not be applicable to Applicants who are already in the services of Government Dept./Provincial Government/State Corporations/Statutory Boards and Permanent Service in the Coconut Development Authority.

Method of Selection : By a Structured interview

2. Post : Chairman's Secretary

No. of Vacancies – 01

Service Category - Junior Management level - (JM 1-2)

Salary scale: Rs. 74,010/-, 10x1,360/-, 18x2,040= Rs.124,330/- (JM 1-2 2025) (per month) + Approved Government Allowances.

Basic Salary Step : Rs. 66,781/-

Educational Qualifications and Experience :

For External Applicants

i. Should have obtained a degree from a university recognized by the University Grants Commission in the fields of Management / Commerce / Business Administration / Public Administration /Human Resource Management

Or

ii. Should have obtained a certificate of proficiency compatible to the subject field relevant to the post not less than NVQ Level Seven (07) issued by a Technical / Vocational Training Institute recognized by the Tertiary and Vocational Education Commission. (Having experience in a position in the relevant field will be considered as an additional qualification.)

Or

iii. Should have obtained a certificate of proficiency compatible to the subject field relevant to the post not less than NVQ level Six (06) issued by a Technical /Vocational Training Institute recognized by the Tertiary and Vocational Education Commission.

With

At least five (05) years' experience in the relevant field at a Government Department /Government Corporation/Statutory Board/Reputed Institution after obtaining above Qualifications.

Or

iv. Should have obtained a certificate of proficiency compatible to the subject field relevant to the post not less than NVQ level Five (05) issued by a Technical /Vocational Training Institute recognized by the Tertiary and Vocational Education Commission

With

At least ten (10) years' experience in the relevant field at a Government Department /Government Corporation/statutory Board/Reputed Institution after obtaining above Qualifications.

For Internal Applicants

i. Being an internal applicant who has fulfilled the above qualifications relevant to external applicants

Or

ii. Should have completed at least five (05) years' satisfactory service in a post relevant to the field in Grade II of the Management Assistant (Technical/ Non – technical) Service Category of the Coconut Development Authority.

Age Limit : Candidates should not be less than 22 years of age and not more than 45 years as at closing date of applications. The upper age limit would not be applicable to Applicants who are already in the services of Government Dept./Provincial Government/State Corporations/Statutory Boards and Permanent Service in the Coconut Development Authority.

Method of Selection: By a Structured Interview

3. Post : Internal Audit Officer

No. of Vacancies – 01

Service Category - Junior Management level- (JM 1-2)

Salary scale: Rs. 74,010/-, 10x1,360/-, 18x2,040= Rs.124,330/- (JM 1-2 2025) (per month) + Approved Government Allowances.

Basic Salary Step : Rs. 66,781/-

Educational Qualifications and Experience :

For External Applicants

i. Should have obtained a degree from a university recognized by the University Grants Commission in the fields of Accounts/Management/Commerce/ Business Administration/Public Administration.

Or

ii. Passing the Intermediate Examination in the subject field relevant to the position from a recognized Chartered professional institute.

Or

iii. Should have obtained a certificate of proficiency compatible to the subject field relevant to the post not less than NVQ level Seven (07) issued by a Technical / Vocational Training Institute recognized by the Tertiary and Vocational Education Commission.

Or

iv. Should have obtained a certificate of proficiency compatible to the subject field relevant to the post not less than NVQ level Six (06) issued by a Technical /Vocational Training Institute recognized by the Tertiary and Vocational Education Commission.

With

At least five (05) years' experience in the relevant field at a Government Department /Government Corporation/Statutory Board/Reputed Institution after obtaining above Qualifications.

Or

v. Should have obtained a certificate of proficiency compatible to the subject field relevant to the post not less than NVQ level Five (05) issued by a Technical /Vocational Training Institute recognized by the Tertiary and Vocational Education Commission

With

At least ten (10) years' experience in the relevant field at a Government Department /Government Corporation/statutory Board/Reputed Institution after obtaining above Qualifications.

For Internal Applicants

i. Being an internal applicant who has fulfilled the above qualifications relevant to external applicants

Or

ii. Should have completed at least five (05) years' satisfactory service in a post relevant to the field in Grade II of the Management Assistant (Technical/ Non – technical) Service Category of the Coconut Development Authority.

Age Limit : Candidates should not be less than 22 years of age and not more than 45 years as at closing date of applications. The upper age limit would not be applicable to Applicants who are already in the services of Government Dept./Provincial Government/State Corporations / Statutory Boards and Permanent Service in the Coconut Development Authority.

Method of Selection: By a Structured Interview

4. Post : Programme Assistant (Quality Control)

No. of Vacancies : 01

Service Category : Associate Officer(MA -3)

Salary Scale : Rs. 53,940/-,10x800/-,11x1,190/-,10 x 1,320/-,5x1,350/-= Rs..94,980/- (MA 3-2025) (Per month) + Approved Government Allowances.

Basic Salary Step : Rs.49,831/-

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: By a Structured Interview

5. Post : Laboratory Technician

No. of Vacancies – 02

Service Category– Management Assistant (Technical) (MA 2-2)

Salary scale: Rs. 50,540/-, 10 x540/-, 7x630/-, 4x1,080/- , 20x1,280/-=Rs. 90,270/- (MA 2-2 2025) (per month) + Approved Government Allowances.

Basic Salary Step : 46, 960/-

Educational Qualifications and Experience:

i. Educational Qualifications

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, Science and English.

And

Should have passed all subjects of the G.C.E.(Advanced Level) Examination in one sitting in the Science stream, (exclusive of the General Common Test)

ii. Technical Skills/Competencies:

Should have followed not less than one year technical Diploma or a certificate course in the Laboratory Technology, conducted by the Open University of Sri Lanka, or Government Technical Training Institute or any other government or Private Institute which shall meet the (NVQ) Level -05 of the National Vocational Qualifications in specified technical skills relevant to the post as determined by the Tertiary and Vocational Education Commission.

Experience in not less than one (01) year in the relevant field will be considered as an additional qualification.

Age Limit : Candidates should not be less than 18 years of age 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

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.

Other :

For the above posts

1. Should be a citizen of Sri Lanka
2. Must possess the physical and mental fitness required to serve in any part of the country.
3. Must possess the physical and mental fitness required to satisfactorily perform the duties assigned to the post.
4. Must be of excellent character.

The application personally by 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 07.04.2026**. On the top left coner of the envelope containing the application, should be marked the relevant post .

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/Institution **will be rejected.**

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

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

tamilguru.lk