



STATE MINISTRY OF COCONUT, KITHUL & PALMYRAH CULTIVATION PROMOTION & RELATED INDUSTRIAL PRODUCT MANUFACTURING & EXPORT DIVERSIFICATION

COCONUT RESEARCH INSTITUTE

VACANCIES

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 DEPUTY DIRECTOR (RESEARCH)

Qualifications and Experience:

**External:** A four (04) year special degree with a first class or second class upper division in Science / Agriculture or Engineering from a recognized University and a PhD degree in relevant discipline.

AND

At least fifteen (15) years research experience at managerial level and management experience in a recognized Organization, of which eight (08) Years should be after obtaining PhD degree and two (02) years at senior managerial level with a proven track record.

AND

Should possess a proven ability to lead and direct multi-disciplinary teams of research scientists. Experience in proper deployment and efficient management of human and other resources will be an added qualification.

**Internal:** Having obtained the qualifications required by the external candidates above.

OR

Minimum of five (05) years satisfactory service in Middle Management (MM 1-2) in Grade I or AR 2 service category in Coconut Research Institute.

- **Age:** Should be not less than 35 years and not more than 50 years on the closing date of application. The upper age limit will not apply to internal candidates.
- **Salary Category:** HM 1-3
- **Salary Scale:** Rs. 86,865/-15x2,270/-120,915/-
- **Starting Salary Point:** Rs. 86,865.00 - (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. Transport allowance of Rs. 50,000/- or allocated vehicle
  - iii. Fuel allowance (120 Liters of diesel or petrol per month)
  - iv. Professional allowance
  - v. Communication allowance
  - vi. Tea allowance

02. POST OF RESEARCH OFFICER - GRADE II

Qualifications and Experience:

**External:** A four year special degree with a first class or second class upper in Science or Agriculture from a recognized University

OR

A four-year special degree with a second class lower in Science or Agriculture from a recognized University with a minimum of one year postgraduate degree in the relevant discipline.

OR

A degree in Science or Agriculture and a two year postgraduate research degree in the relevant discipline. The Officers appointed to the Operational/Instructional (MA4) category before 01.01.2006 are eligible to apply with the following qualifications for the concessionary period of five (5) years with effect from the date of approval of this Scheme of Recruitment.

**Internal:**

- i. A degree in Science, Agriculture and a minimum of five (05) years satisfactory service in the Operational/Instructional (MA4) category

OR

ii. A minimum of ten (10) years satisfactory service in the Operational/Instructional (MA4) category

- **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:** AR - 1
- **Salary Scale:** Rs. 53,150/-10x1,375/- - 15x1,910/- 95,550/-
- **Starting Salary Point:** Rs. 53,150.00 - (As per Circular No – 2/2016(I))

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 allowances 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 ESTATE SUPERINTENDENT- GRADE II

Qualifications and Experience:

**External:** Degree in Agriculture/Plantation Management with at least one (1) year post-qualifying experience in the management of estates not less 50 ha

**Note:** Preference will be given to the candidates with experience in the management of coconut lands and labour management

**Internal:** A degree with five (5) years satisfactory relevant experience as an Assistant Estate Superintendent

OR

Five (5) years satisfactory service as a Field Officer Management Assistant tech category Grade I

- **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 allowances are paid in addition to the basic salary.
  - i. Cost of Living allowance - Rs. 7,800/-
  - ii. Tea allowance
  - iii. Communication allowance
  - iv. Furnished official residence with a labourer will be provided free of charge.

05. POST OF ASSISTANT SEED AND SEEDLING PRODUCTION AND CERTIFICATION OFFICER- GRADE III

Qualifications and Experience:

**External:** A Degree in Agriculture, Plantation Management or Biological Sciences from a recognized university

**Internal:** Ten (10) years satisfactory service in Technical Officer Management Assistant tech category

**Note:** Experience in nursery management or mother palm selection in coconut 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:** MA - 4
- **Salary Scale:** Rs.37,970/-10x755/-15x930/-5x1,135/-65,145/-
- **Starting Salary Point:** Rs. 37,970.00 - (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. Communication Allowance
  - iii. Tea allowance

06. POST OF ASSISTANT ESTATE SUPERINTENDENT – GRADE III

Qualifications and Experience:

**External:** Degree in Agriculture/Plantation Management from a recognized University.

**Note:** Preference will be given to the candidates with experience in the management of coconut lands and labour management.

**Internal:** Two Years Diploma in the relevant field and minimum of five (5) years satisfactory service as a Field Officer in Management Assistant Category Grade II.

- **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 - 3
- **Salary Scale:** Rs. 32,200/-10x445/-11x660/-10x730/-5x750/-54,960/-
- **Starting Salary Point:** Rs. 32,200.00 - (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

07. TECHNOLOGICAL OFFICER (ELECTRICAL) - GRADE - III

Qualifications and Experience:

**External:** GCE (O/L) with at least six (6) subjects in one sitting 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 qualification not below N.V.Q. Level 5 in the relevant field

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

08. POST OF TECHNICIAN (AUDIO/VISUAL) - GRADE III

Qualifications and Experience:

**External:** GCE (O/L) with passes in at least six (6) subjects 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 audio visual 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

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

10. 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 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 (BOOK – KEEPING) – GRADE III

Qualifications and Experience:

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

AND

GCE (A/L) with three passes in one sitting in the relevant subject combination a pass in the final exam in Association of Accounting Technicians (AAT) or a qualification not below the N.V.Q. Level 5 approved by the concerned organization.

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

**Note:** Working knowledge on accounting 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. 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 allowances are paid in addition to the basic salary.
  - i. Cost of Living allowance - Rs. 7,800/-
  - ii. Tea allowance

12. POST OF FIELD OFFICER – GRADE III

Qualifications:

**External:** Having obtained a certificate of proficiency in the relevant field (Agriculture / Plantation Management) not below than the National Vocational Qualification (NVQ) Level 05 (minimum of two years) issued by a Technical / Vocational Training Institute accepted by the Tertiary and Vocational Education Commission

**Internal:** Having obtained the qualifications required by the external candidates above.

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



**13. 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

**14. 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 posses 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

**15. 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

**16. POST OF FIELD SUPERVISOR – 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**

**Note:** GCE (A/L) in Science with three passes in one sitting Working experience in coconut estates in labour supervision/cultural practices in a Government Department, Corporation, 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.

- **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

**17. 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 Boards 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% to PF and 3% to ETF of the Salary
4. Other fringe Benefits applicable to employees of the Coconut Research Institute.

Applicants should forward their signed applications with copies of birth certificate, educations certificates, other relevant certificates, two testimonials (one from Grama Niladhari) 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 **12.01.2021**.

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.

Please note that the applications without copies of the relevant certificates will be rejected.

CANVASSING WILL BE A **DISQUALIFICATION**.

This advertisement is published in the CRI Web site ([www.cri.gov.lk](http://www.cri.gov.lk))

**Chairman  
Coconut Research Board  
Lunuwila.**