



# Coconut Development Authority

## VACANCIES

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

**1. Post : Programme Assistant (Internal Audit)**  
**No. of Vacancies :** 02  
**Service Category :** Associate Officer(MA-3)  
**Salary Scale :** Rs.32,200/-, 10x445/-, 11x660/-, 10x730/-, 5x750/- = Rs.54,960/- (MA 3-2016) (Per month) + Approved Government Allowances.

**Educational Qualifications:**

Should have obtained a Degree from a University, recognized by the University Grants Commission in the fields of Commerce/Accounting/Business Administration/Public Administration/Management.

**2. Post : Programme Assistant (Processing Development)**  
**No. of Vacancies :** 02  
**Service Category :** Associate Officer(MA-3)  
**Salary Scale :** Rs.32,200/-, 10x445/-, 11x660/-, 10x730/-, 5x750/- = Rs.54,960/- (MA 3-2016) (Per month) + Approved Government Allowances.

**Educational Qualifications:**

Should have obtained a degree from a university, recognized by the University Grants Commission in the fields of Chemistry, Pure Science, Applied Science or Agriculture Science.

**3. Post : Programme Assistant (Technical Service)**  
**No. of Vacancies :** 13  
**Service Category :** Associate Officer(MA-3)  
**Salary Scale :** Rs.32,200/-, 10x445/-, 11x660/-, 10x730/-, 5x750/- = Rs.54,960/- (MA 3-2016) (Per month) + Approved Government Allowances.

**Educational Qualifications:**

Should have obtained a degree from a university recognized by the University Grants Commission in the fields of Science/Agriculture/Engineering.

**4. Post : Programme Assistant (Quality Control)**  
**No. of Vacancies :** 02  
**Service Category :** Associate Officer(MA-3)  
**Salary Scale :** Rs.32,200/-, 10x445/-, 11x660/-, 10x730/-, 5x750/- = Rs.54,960/- (MA 3-2016) (Per month) + Approved Government Allowances.

**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 a structured interview

**5. Post : Inspector**  
**No. of Vacancies :** 10  
**Service Category :** Management Assistant Technical (MA 2-2)  
**Salary Scale :** Rs.30,310/-, 10x300/-, 7x350/-, 4x600/-, 20x710/- = Rs.52,360/- (MA2-2 2016) (Per month) + Approved Government Allowances.

**Nature of Duties :** The coconut industry will have to engage in full-time field work and work in a non-normal working hour. A special incentive is paid to those who possess motorcycle licenses. The relevant official description is detailed in www.cda.lk.

**Qualifications**

**1. 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)

And

**2. Technical Skills/Competencies**

Should have followed not less than one year technical Diploma or a certificate course in the relevant field, conducted by the Open University of Sri Lanka, or government Technical Training Institute or any other government or Private Institute which shall meet the Level -05 (NVQ-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 added 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 a structured interview.

**06. Post : Technical Assistant (Transport)**  
**No. Of Vacancies :** 01  
**Service Category :** Management Assistant Technical (MA 2-2)  
**Salary Scale :** Rs.30,310/-, 10x300/-, 7x350/-, 4x600/-, 20x710/- = Rs.52,360/- (MA2-2 2016) (Per month) + Approved Government Allowances.

**Qualifications**

**1. 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

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)

And

**2. Technical Skills/Competencies**

Should have successfully completed and certified a technical course not less than the National Vocational Skills (N.V.Q) level five (05) in Automotive Technology.

**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 a structured interview

**07. Post : Book Keeper**  
**No. of Vacancies :** 02  
**Service Category :** Management Assistant (Technical) (MA-2-2)  
**Salary Scale :** Rs. 30,310/-, 10x300/-, 7x350/-, 4 x 600/-, 20x710/- = Rs.52,360/- (MA 2-2-2016) (Per month) + Approved Government Allowances.

**Qualifications (External) :**

**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, Mathematics and Accounting

And

ii. Should have passed all subjects of the G.C.E.(Advanced Level) Examination in the Commerce stream, and credit pass for the subject of Accounting (Exclusive of the General common test) in one and the same sitting.

And

iii. Should have followed a computer course in MS Office package at a recognized institute

And

**Technical Skills/Competencies**

Should have completed the final examination of the Association of Accounting Technicians (AAT)

Or

Diploma in Commerce /Accounting

Or

Should have passed the Foundation Examination of the Institute of Chartered Accounts in Sri Lanka or a similar examination of recognized professional Accountancy Institute

**Qualifications (Internal)**

Should have completed satisfactory period of service not less than 05 Years, in a relevant field, in a post having the Management Assistant Service category of Grade 01 of the Coconut Development Authority. (Final examination in AAT-Commerce/Accounting Diploma/ Foundation Examination of the Institute of Chartered Accountants in Sri Lanka as Considered in a added qualifications)

**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 a structured interview

**08. Post : Technical Assistant (Mechanical/Electrical)**  
**No. Of Vacancies :** 01  
**Service Category :** Management Assistant Technical (MA 2-2)  
**Salary Scale :** Rs.30,310/-, 10x300/-, 7x350/-, 4x600/-, 20x710/- = Rs.52,360/- (MA2-2 2016) (Per month) + Approved Government Allowances.

**Qualifications**

**1. 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  
 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)

And

**2. Technical Skills/Competencies:**

Should have successfully completed and certified a technical course not less than the National Vocational Skills (N.V.Q) level five (05).

**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 a structured interview

**09. Post : Management Assistant**  
**No. of Vacancies :** 06  
**Service Category :** Management Assistant (Non Tech)(MA-1-1)  
**Salary Scale :** Rs.27,910/-, 10x300/-, 7x350/-, 4x495/-, 20x660/- = Rs.48,540/- (MA-1 2016) (Per month) + Approved Government Allowances.

**Qualifications (External) :**

**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.

And

iii. Should have followed a computer course in MS Office package at a recognized institute

**Qualifications (Internal)**

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

And

Holding permanent posts in a primary, semi-technical or technical service category post in the Coconut Development Authority and having been confirmed in those appointments.

And

Should have completed 05 years of continuous satisfactory service from a permanent appointment prior to the due date

And

Ability to handle computer MS Office package

**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 Coconut Development Authority

**Method of Recruitment :** Written competitive examination and a structured interview

**Other**

For all the above posts

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

**Benefits :**

For all the above posts

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 12.11.2020. 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 Unsigned applications 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 web site - www.cda.gov.lk

**Chairman**  
 Coconut Development Authority  
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