



Calling Applications for Recruitment to the Posts lying vacant Vacancies

Applications are hereby invited from qualified and eligible Internal and External candidates to recruit for undermentioned posts lying vacant at the National Institute of Co-operative Development (NICD), Polgolla, Kandy, incorporated under the Parliamentary Act No. 01 of 2001.

01) Posts vacant

Serial No.	Title of the Post	No. of Vacancies	Salary Code	Salary Scale
I.	Registrar	01	HM 1-1	Rs. 80,295-15x2,270 - Rs. 114,345/ =
II.	Director (Academic & Development)	01	HM 1-1	Rs. 80,295-15x2,270 - Rs. 114,345/ =
III.	Senior Librarian	01	AR-2	Rs. 76,200-10x2,000 - Rs. 96,200/ =
IV.	Senior Researcher	01	AR-2	Rs. 76,200-10x2,000 - Rs. 96,200/ =
V.	Assistant Lecturer / Lecturer	06	AR-1	Rs. 53,150-10x1,375-15x1,910 - Rs. 95,550/ =
VI.	Assistant Researcher	01	AR-1	Rs. 53,150-10x1,375-15x1,910 - Rs. 95,550/ =
VII.	Assistant Registrar	01	MM 1-2	Rs. 54,550-10x1,375-15x1,910 - Rs. 96,950/ =
VIII.	Assistant Director (Resident)	01	MM 1-2	Rs. 54,550-10x1,375-15x1,910 - Rs. 96,950/ =
IX.	Accounts Officer	01	JM 1-1	Rs. 42,600-10x755-18x1,135 - Rs. 70,580/ =
X.	Administrative Officer (Examinations)	01	JM 1-1	Rs. 42,600-10x755-18x1,135 - Rs. 70,580/ =
XI.	Procurement & Maintenance Officer	01	JM 1-1	Rs. 42,600-10x755-18x1,135 - Rs. 70,580/ =
XII.	Sales Promotion and Printing Officer	01	JM 1-1	Rs. 42,600-10x755-18x1,135 - Rs. 70,580/ =
XIII.	Officer-in-Charge of Hostels	01	JM 1-1	Rs. 42,600-10x755-18x1,135 - Rs. 70,580/ =
XIV.	Audio Visual Programme Officer	01	JM 1-1	Rs. 42,600-10x755-18x1,135 - Rs. 70,580/ =
XV.	Computer Consultant	02	MA-4	Rs. 37,970-10x755-15x930-5x1,135 - Rs. 65,145/ =
XVI.	Audio Visual Technical Assistant	01	MA 2-1	Rs. 30,310-10x300-7x350-4x495-20x660 - Rs. 50,940/ =
XVII.	Management Assistant	06	MA 1-1	Rs. 27,910-10x300-7x350-4x495-20x660 - Rs. 48,540/ =

02). Each and Every applicant

- (I) Should be a citizen of Sri Lanka
- (II) Should be of an excellent moral character
- (III) Should be physically fit and mentally sound, to serve in any part of the Island and to carry out the duties entrusted to the post, well and efficiently

03). Terms and Conditions of Employment

- (I) These posts are permanent
- (II) Each and every applicant, recruited to the relevant posts, should have to contribute 8% of their earnings to the Employees' Provident Fund (EPF), as per the Employees' Provident Fund (EPF) Act, and the Institute will contribute 12% of salary relevant, to EPF and 3% of the earnings of employee to the Employees' Trust Fund (ETF) of the persons recruited.
In addition to this, financial benefits, offered by the Government from time to time and other benefits relevant to the posts, which are entitled to the posts will be granted to the recruited candidates.
- (III) External candidates, recruited to the posts, will be subjected to 03 (Three) years probation period and internal applicants recruited to the posts relevant will be subjected to one year's period of acting/observation period of office.
- (IV) Each and every person/applicant recruited is expected to serve minimum / at least 03 (three) period of time at the post, staying therein in the post.
- (V) The Regular and Permanent location of service, relevant to each and every post, is the National Institute of Co-operative Development (NICD), Polgolla and persons recruited should have to serve in any part of the Island, as and when it is so required and perform their duties well.

04). Date on which qualifications should have been completed to :

All the qualifications required to get appointed to the posts, relevant should have been completed as at the closing date of applications, fully in every manner.

05). How to Apply :

All the necessary qualifications, required at the selection / recruitment to the posts, mentioned above and all other related information and details could be downloaded from the official website of the National Institute of Co-operative Development (NICD) : www.nicd.edu.lk

(i) Duly prepared and completed applications as per the Specimen Application Forms included and given in the official Web Site of this Institute (NICD) to be submitted in respect of each post vacant and all the certified photostat copies of all the certificates of qualifications required to prove and verify their eligibility and qualifications to apply for the posts should be submitted along with the completed applications.

(ii) The candidates, already employed in the Public/Govt. Sector / State Corporations / Statutory Boards / Statutory Institutions / Higher Academic / Educational Institutions should have to submit their applications through their respective Heads of Departments / Institutions / Organizations.

(iii) In case the applicants apply for more than one post, separate applications should be submitted for each post.

(iv) The post applied for should be clearly stated in the top left-hand corner of the envelope enclosing applications.

(v) Applications will be closed on 04.11.2020 and duly completed applications should be sent by Registered Post addressed to the Director General (DG)/and Chief Executive Officer (CEO), National Institute of Co-operative Development (NICD), Polgolla, to receive on or before 04.11.2020.

(vi) Late applications/ incomplete applications / applications sans basic qualifications and the applications without the certified copies of required basic qualifications verified and applications submitted not in proper manner will be rejected without prior notice / intimation.

(vii) Canvassing in any form, to recruit the candidate, will be considered as a disqualification, for the posts.

NB : In case there will be a same/any amendment made in respect of the closing date of application, or of any matter pertaining to the recruitments to the posts, it will be notified and updated in the Institute's website : (www.nicd.edu.lk)

**Director General and the Chief Executive Officer (CEO),
National Institute of Co-operative Development (NICD),
Polgolla.**

21.10.2020