



**Ministry of Plantation**  
**State Ministry of Coconut, Kithul, Palmyrah Cultivation Promotion and Related Industrial Product**  
**Manufacturing and Export Diversification**  
**Coconut Cultivation Board**



**VACANCIES**

**Coconut Cultivation Board is inviting applications from citizens of Sri Lanka for the following posts at the Coconut Cultivation Board**

**Post : Accountant (Model Coconut Gardens) Grade II**

**Qualifications and Experience :**

Should have obtained a degree in Accountancy / Business Management / Public Administration / Management / B.Com. recognized by the University Grants Commission or should have passed the Intermediate Examination of a Chartered Professional Institute in Accountancy (CIMA / ACCA / ICASL etc.) or should have passed the Advanced Technological Diploma Course in Accountancy

And

Should have three (03) years of service experience in the relevant subject field after obtaining the degree / completion of the professional qualification.

**Salary Category** : MM 1-1  
**Salary Scale** : Rs. 53,175/- (1,375x10) (1,910x15) 95,575/-  
**Age** : Should be not less than 22 years and not more than 45 years. Maximum age limit will not be applicable to internal applicants.  
**Method of Recruitment** : Through a structured interview

**Post : Manager (Information and Media) Grade II**

**Qualifications and Experience :**

Should have obtained a degree in Mass Communication / B. Sc. in Agriculture or any other equivalent degree recognized by the University Grants Commission

And

Should have three (03) years of service experience in the relevant subject field after obtaining the degree.

**Salary Category** : MM 1-1  
**Salary Scale** : Rs. 53,175/- (1,375x10) (1,910x15) 95,575/-  
**Age** : Should be not less than 22 years and not more than 45 years. Maximum age limit will not be applicable to internal applicants.  
**Method of Recruitment** : Through a structured interview

**Post : Subject Matter Officer (Agricultural Engineering, Water Management and Processing) Grade II**

**Qualifications and Experience:**

Should have obtained a B. Sc. Agriculture Special degree recognized by the University Grants Commission specializing in Agricultural Engineering subject

with

One year's service experience in training / academic / research / extension activities in Government / Board / Corporation or reputed private institution.

**Salary Category** : JM 1-2  
**Salary Scale** : Rs. 43,355/- (755x10) (1,135x18) 71,335/-  
**Age** : Should be not less than 22 years and not more than 45 years. Maximum age limit will not be applicable to internal applicants.  
**Method of Recruitment** : Through a written examination and a structured interview

**Post : Subject Matter Officer (Animal Husbandry) Grade II**

**Qualifications and Experience :**

Should have obtained a B. Sc. Special degree relevant to Animal Husbandry / B.Sc. Special Agricultural degree specializing in Animal Husbandry subject recognized by the University Grants Commission

with

One year's service experience in training / academic / research / extension activities in Government / Board / Corporation or reputed private institution.

**Salary Category** : JM 1-2  
**Salary Scale** : Rs. 43,355/- (755x10) (1,135x18) 71,335/-  
**Age** : Should be not less than 22 years and not more than 45 years. Maximum age limit will not be applicable to internal applicants.  
**Method of Recruitment** : Through a written examination and a structured interview

**Post : Farm Planning Officer - Grade II**

**Qualifications and Experience:**

Should have obtained a B.Sc. Agricultural Special degree / B.Sc. degree with Agriculture Extension subject and Crops Science subject recognized by the University Grants Commission

with

One year's service experience in Government / Board / Corporation or reputed private institution regarding Credit / Extension and Development Activities and should have followed Computer Certificate Course in a recognized institution.

**Salary Category** : JM 1-2  
**Salary Scale** : Rs. 43,355/- (755x10) (1,135x18) 71,335/-  
**Age** : Should be not less than 22 years and not more than 45 years. Maximum age limit will not be applicable to internal applicants.  
**Method of Recruitment** : Through a written examination and a structured interview

**Post : Extension Officer - Grade II**

**Qualifications and Experience:**

Should have obtained a B.Sc. Agricultural Special degree / B.Sc. degree with Agriculture Extension subject and Crops Science subject recognized by the University Grants Commission

with

One year's service experience in Government / Board / Corporation or reputed private institution regarding Extension and Consultancy Activities

**Salary Category** : JM 1-2  
**Salary Scale** : Rs. 43,355/- (755x10) (1,135x18) 71,335/-  
**Age** : Should be not less than 22 years and not more than 45 years. Maximum age limit will not be applicable to internal applicants.  
**Method of Recruitment** : Through a written examination and a structured interview

**Post : Coconut Development Officer - Grade III**

**Qualifications and Experience :**

Should have obtained a Proficiency Certificate of not less than N.V.Q. Level Five (05) relevant to the Agriculture field from Technical / Vocational Training Institute recognized by the Tertiary and Vocational Education Commission

**Salary Category** : MA 2-3  
**Salary Scale** : Rs. 31,510/- (445x10) (660x11) (730x10) (750x10) 58,020/-  
**Age** : Should be not less than 18 years and not more than 45 years. Maximum age limit will not be applicable to internal applicants.

**Method of Recruitment** : Through a written examination and a structured interview

**Post : Residential Officer in Charge of the Nurseries - Grade III**

**Qualifications and Experience :**

Should have obtained a Proficiency Certificate of not less than N.V.Q. Level Five (05) relevant to the Agriculture field from Technical / Vocational Training Institute recognized by the Tertiary and Vocational Education Commission

**Salary Category** : MA 2-1  
**Salary Scale** : Rs. 30,310/- (300x10) (350x7) (495x4) (660x20) 50,940/-  
**Age** : Should be not less than 18 years and not more than 45 years. Maximum age limit will not be applicable to internal applicants.

**Method of Recruitment** : Through a written examination and a structured interview

**Post : Translator (Sinhala - Tamil) Grade III**

**Qualifications and Experience:**

Should have obtained a degree with Sinhala and / or Tamil language as a subject recognized by the University Grants Commission and one year's experience as a Translator (Sinhala - Tamil) in Government or reputed private institution

**Salary Category** : MA 4  
**Salary Scale** : Rs. 37,970/- (755x10 - 930x15 - 1135x5 - 65,145/-  
**Age** : Should be not less than 22 years and not more than 45 years. Maximum age limit will not be applicable to internal applicants.

**Method of Recruitment** : Through a written examination and a structured interview

**Other Conditions Every applicant:**

- I. Should be a citizen of Sri Lanka
- II. Should be physically and mentally fit to discharge the duties entrusted to the post and to serve in any part of the island.
- III. Should have an excellent moral character.

**Applications:**

- Applicants should submit applications prepared as per the specimen application given below as per each service category relevant to the above posts. Applications that are not submitted compatible to the specimen applications will be rejected. Applications along with copies of certificates to prove the qualifications regarding Educational Qualifications, Professional Qualifications and experience should be submitted. Those already in the service of Government/Corporation/Boards should direct their applications through the Heads of their respective institutions.
  - Post applied for should be mentioned on the left hand top corner of the envelope containing the application. Applications that do not have the post applied for on the envelope will be rejected.
  - If applying for more than one post separate applications should be submitted for each post.
  - Further, the applicants who have submitted applications after formally fulfilling the qualifications for the Post of Manager (Information and Media) (MM for which applications were closed on 21.05.2021, for the Post of Accountant (Model Coconut Gardens) (MM 1-1) for which applications were closed on 16.10.2020, for the Post of Junior Manager (JM 1-2) service category, Subject Matter Officer, Extension Officer, Farm Planning Officer posts for which applications were closed on 23.10.2020 and 11.12.2020, for the Post of Coconut Development Officer (MA 2-3), Residential Officer in Charge of the Nurseries (MA 2-1), and for the Post of Translator (Sinhala - Tamil) (MA 4) for which applications were closed on 06.11.2020 and 11.12.2020 need not apply again. Further, it is hereby informed that the applicants who have applied earlier while not fulfilling the qualification as at that time but have fulfilled the required qualification by the closing date for applications mentioned in this advertisement should formally submit their applications again.
  - All applications should be sent by registered post addressed to "Chairman, Coconut Cultivation Board, 9/428, Denzil Kobbekaduwa Mawatha, Battaramulla" or hand delivered to receive on or before 15.12.2021. Late applications will be rejected.
- If there is any matter that is not mentioned here, Recruitment authority will decide on such matter. Canvassing in any form will be a disqualification.

**Chairman**  
**Coconut Cultivation Board,**  
**9/428, Denzil Kobbekaduwa Mawatha,**  
**Battaramulla.**



**Ministry of Plantation**  
**State Ministry of Coconut, Kithul, Palmyrah Cultivation Promotion and Related**  
**Industrial Product Manufacturing and Export Diversification**  
**Coconut Cultivation Board**

(For Office use only)

**Specimen Application for the Post of Junior Manager (JM 1-2) and Manager (MM)**  
**Service Categories of the Coconut Cultivation Board**

- 1.0 Personal Information:
- 1.1 Name with Initials at the end in English Capital Letters.....(Ex: SILWA A.B.K.)
- 1.2 Name in Full in English Capital Letters: .....
- 1.3 Name in Full (In Sinhala / Tamil): .....
- 1.4 Personal Address (In Sinhala / Tamil): .....
- 1.5 Personal Address (In English Capital Letters): .....
- 1.6 Gender: .....
- 1.7 Marital Status: .....
- 1.8 Ethnicity: .....

1.9 National Identity Card No.

1.10 Date of Birth : Year  Month  Date

1.11 Telephone No.

1.12 District: .....

1.13 Electorate: .....

1.14 Grama Niladhari Division: .....

1.15 Email Address: .....

2.0 Details regarding Higher Education (University Education)

University	Degree	Date of Obtaining the Degree	Class

3.0 Details regarding various Posts and Service Periods

	From			To			Name and Address of the Employer	Post Held	Service Category relevant to the Post *
	Date	Month	Year	Date	Month	Year			
1									
2									

\*Please mention the service category relevant to the post / posts held / holding if there have been service periods in Government Departments / Statutory Institutions. Ex: Manager (MM) Manager Junior Manager (JM) etc.

4.0 Professional Qualifications:

Professional Qualifications	University / Institution	Professional Course	Date of Award

5.0 Other Qualifications

6.0 Details regarding two non-related Referees

Name / Telephone No.	Position	Address

7.0 Certification of the Applicant:  
I hereby certify that the information given above is true and correct.

Date: ..... Signature of Applicant

8.0 Attestation:  
I hereby certify that Mr. / Mrs. / Miss ..... who submits this application is personally known to me and he / she placed his / her signature on ..... in my presence.

Date: ..... Signature of the Attester

Name: .....  
Position: .....  
Address: .....

9.0 Certification of the Head of the Department / Ministry if the applicant is an employee of the Central Government or the Provincial Government service:

I am forwarding the application of Mr. / Mrs. / Miss ..... wish to inform that he / she is serving in this ministry / department as a permanent / temporary / trainee / casual officer and if he / she is selected for the above post he / she can / cannot be released. (Strike off unnecessary words)

Date: .....  
Signature of the Head of the Department / Ministry / Authorized Officer and the Official Stamp