



# MINISTRY OF FOOD SECURITY



## Invitation of applications for the undermentioned posts existing at the

# NATIONAL INSTITUTE OF COOPERATIVE DEVELOPMENT, POLGOLLA

Applications will be received from Sri Lankan citizens who fulfill the required qualifications as on 15th May, 2015, to fill the following vacancies existing at the National Institute of Cooperative Development, Polgolla which is functioning under the Ministry of Food Security.

**Nature of Appointment :** Post is permanent and entitled to Employees' Provident Fund and Employees' Trust Fund contributions.

### REGISTRAR (01 Vacancy)

#### 1. Qualifications:

##### 1.1 External Applicants

- I. Should have obtained a First Degree in Social Science, Economics, Business or Public Administration, Commerce, Management, Human Resource Management subjects fields from a university recognized by the University Grants Commission.

with

Postgraduate Degree in relevant field

and

15 years experience at Management level at a reputed state institution or a university after obtaining the first degree.

##### 1.2 Internal Applicants

- I. Should have completed the qualifications stated in 1.1 above for external applicants.

or

- II. Should have completed a consecutive 05 years of satisfactory service period in Assistant Registrar or Assistant Director (Residential) posts, Grade I in the Management Service Category (MM 1-2 Salary Category) at the National Institute of Cooperative Development.

#### 2. Additional Qualifications

Computer literacy and ability to work in the English language will be added qualifications.

#### 3. Salary Scale - HM 1-1 - Rs. 38, 530 - 15x1,100 - 55,030

#### 4. Age - Should be not below 35 years and not above 55 years (The upper age limit will not be applicable for internal and public service applicants)

#### 5. Method of Recruitment : By a Structured interview.

### ASSISTANT RESEARCHER (01 Vacancy)

#### 1. Qualifications:

##### 1.1 External Applicants

- I. 04-year Special Degree recognized by the University Grants Commission in Business Administration, Management, Commerce, Accountancy, Economics, Rural Development subject fields.

or

- II. General Degree recognized by the University Grants Commission in Business Administration, Management, Commerce, Accountancy, Economics, Rural Development subject fields

with

Postgraduate Diploma from a subject field relevant to the post.

##### 1.2 Internal Applicants

- I. Should have completed the qualifications for external applicants in 1.1 above.

- II. Should have completed a satisfactory service period of at least 08 years in a post in "Implementing / Consultancy" (MA-4) Service Category or "Empowering / Implementing Expansion Officer" (MA-5) Service Category relevant to academic and research work at the NICD.

#### 2. Salary Scale - AR-1 (2006 A) Rs. 24,725 - 5x550 - 5x645 - 15x770 - 42,250

#### 3. Age - Should be not below 22 years and not above 45 years (Internal applicants are not affected by the upper age limit)

#### 4. Method of Recruitment : By a Structured interview.

### MANAGEMENT ASSISTANT - NON-TECHNICAL (01 Vacancy)

#### 1. Qualifications:

##### 1.1 External Applicants

- a) Should have passed GCE (O/L) Examination in one sitting in six subjects (06) with four (04) Credit passes including

I. Sinhala / Tamil

II. Maths

and

- b) Passed GCE (A/L) Examination in minimum three subjects (excluding the Common General Test)

##### 2. Additional Qualifications

Followed courses in office work, accounts work, auditing, computer word processing, etc will be special qualifications.

##### 1.2 Internal Applicants

- a) Preliminary Grade - Persons having qualifications stated in 'A', 'C' and 'E' below in Technical, Semi-Technical and Technical Service Categories can apply.

- b) Passed GCE (O/L) Examination in six (06) subjects in one sitting with four Credit passes including

I. Sinhala / Tamil

II. Maths

- c) Should hold permanent appointments and made permanent in that post

- d) Should have completed a consecutive 05 years satisfactory service period in a permanent post immediately prior to the closing date.

##### 2. Additional Qualifications

Followed courses in office work, accounts work, auditing, computer word processing, etc will be special qualifications.

#### 3. Salary Scale - MA 1-1 (2006 A) Rs. 13,450 - 10x145 - 7x170 - 4x240 - 20x320 - 23,450

#### 4. Age - Should be not below 18 years and not above 45 years (Internal applicants are not affected by the upper age limit)

#### 5. Method of Recruitment : By a competitive examination and a structured interview.

Syllabus for the examination will be as follows:

- a) Language proficiency
- b) Aptitude Test and General Knowledge
- c) Computer Test

##### a) Language Proficiency

This paper is meant to measure the applicant's skills towards expression, understanding, spelling and general rules practice

##### b) Aptitude Test and General Knowledge

This paper is meant to test the knowledge of the applicant in correct situations, and the aptitudes and skills so as to discharge the duties entrusted to the post.

##### c) Computer Test

This test is meant to measure the knowledge of the applicant in file management and varied usages in basic ideals and computer.

To obtain a pass at the Competitive Examination, candidates should obtain 40% per subject and a minimum total of 50% for the three subjects. The external applicants, to be called for the interview, will be decided upon on the order of obtaining marks at the examination. However, all internal applicants who pass the examination will be called for the interview.

#### Method of Application:

A self-prepared application containing the name in full, Permanent Address, Date of Birth, National Identity Card No., Marital Status, Sex, Age as at the closing date of applications, educational qualifications, and professional experience, should be sent addressed to **Director General, National Institute of Cooperative Development, Polgolla** by registered post, to be received on or before **15th May, 2015**.

Only the photocopies of the certificates in proof of qualifications should be attached with the application and the cover containing the application should be marked the post applied for at the left-side top corner. Applicants from higher educational institution, Government Departments, Corporations and Statutory Boards should channel their applications through the heads of the respective institutions. Applications without required qualifications, incomplete applications, illegible and late applications, will be rejected. Such applications will not be considered again for any reason.

**Director General**  
**National Institute of Cooperative Development**

### SENIOR RESEARCHER (01 Vacancy)

#### 1. Qualifications:

##### 1.1 External Applicants

- I. Special Degree recognized by the University Grants Commission in Accountancy, Management, Commerce, Law, Economics, Social Science, Development Studies, Rural Development subject fields.

with

Postgraduate Research Degree of not less than 02 years duration relevant to the above fields

and

Obtained a minimum of 08 years research experience at a government, state corporation, board, statutory board or reputed private educational and training institute after obtaining the first degree.

- II. Special Degree recognized by the University Grants Commission in Accountancy, Management, Commerce, Law, Economics, Social Science, Development Studies, Rural Development subject fields.

with

PhD Degree in the relevant field

and

Obtained a minimum of 05 years research experience at a government, state corporation, statutory board or reputed private sector educational and training institute after obtaining the first degree.

##### 1.2 Internal Applicants

- I. Should have fulfilled the qualifications stated in 1.1 above for external applicants.

or

- II. Special Degree recognized by the University Grants Commission in Accountancy, Management, Commerce, Law, Economics, Social Science, Development Studies, Rural Development subject fields.

with

Postgraduate degree in Research not less than 02 years duration relevant to the above field.

and

Should have completed 08 years of satisfactory service period in a researcher post Grade I in the Academic and Research Service Category (AR-1) of the NICD.

#### 2. Salary Scale - AR 2 - (2006 A) Rs. 34,550 - 10x925 - 43,800

#### 3. Age - Should be not below 30 years and not above 55 years (The upper age limit will not apply for internal applicants)

#### 4. Method of Recruitment : By a Structured interview.

### INTERNAL AUDITOR (01 Vacancy)

#### 1. Qualifications:

##### 1.1 External Applicants

- I. First Degree recognized by the University Grants Commission in Accountancy, Public Administration, Business Administration, Commerce subject field.

or

Passed Licentiate / Intermediate examination of the Institute of Chartered Accountants, Sri Lanka.

or

Passed Licentiate / Intermediate examination of CIMA of UK.

Higher National Diploma in Accountancy (HND/A) offered by the Sri Lanka Technical College.

with

A minimum of 01 year's experience in the relevant field at a government, state corporation, board, statutory institution or a reputed private institution after obtaining qualifications.

##### 1.2 Internal Applicants

- I. Should have fulfilled the qualifications for external applicants in 1.1 above.

or

- II. Completed a minimum of five years (05) of satisfactory service period in a relevant post in Junior Management Service Category (JM) of the NICD.

#### 2. Additional Qualifications

Computer usage literacy and ability to work in the English language will be added qualifications.

#### 3. Salary Scale - MM 1-2 2006 Rs. 25,605 - 10x645 - 15x925 - 45,930

#### 4. Age - Should be not below 22 years and not above 45 years (Internal applicants are not affected by the upper age limit)

#### 5. Method of Recruitment : By a Structured interview.