



Ministry of Industries & Commerce
National Institute of Co-operative Development-Polgolla
Post Vacant



Applications are hereby invited from the suitably qualified candidates for the following posts.

Director (Academic and Development) – 01

1. Qualifications (External Candidates)

First degree in one of the subjects - Sociology, Economics, Business Administration, Public Administration, Human Resource Management, and Commerce recognized by the University Grants Commission of Sri Lanka. **And**
Postgraduate degree in the relevant field of study

Experience

15 years of service experience at managerial level after obtaining the first degree in a recognized institute or university

Additional Qualifications

Ability to work in English and computer literacy will be considered as additional qualifications.

2. Qualifications (Internal Candidates)

First degree in one of the subjects - Sociology, Economics, Business Administration, Public Administration, Human Resource Management, and commerce recognized by the University Grants Commission of Sri Lanka. **And**
Postgraduate degree in the relevant field of study

Service Experience

15 years of experience at managerial level after obtaining the first degree in recognized institute or university

Additional Qualifications

Ability to work in English and Computer literacy will be considered as additional qualifications. **Or**

3. Those who have completed minimum continuous satisfactory period of 5 years as a senior academic/research, in AR - 2 category as senior lecturer, senior librarian and senior researcher at National Institute of Co-operative Development.

2. Salary Scale – HM 1-1 Rs. 38,530 – 15 x 1,100 – 55,030

3. Age Limit – Not below 35 years and not more than 55 years (the upper age limit will not be applicable to the employees in the government sector)

4. Method of recruitment - by structured interview

Assistant Director (Hostel) - 01

1. Qualifications (External Candidates)

First degree in one of the fields of Hotel Management or Hospitality Management recognized by the University Grants Commission of Sri Lanka. **And**

Experience

Period of 01 year experience after obtaining the first degree in Government/Corporation/Board/incorporated institute or in a recognized Private Institution

Additional Qualifications

Ability to work in English and computer literacy will be considered as additional qualifications.

2. Qualifications (Internal Candidates)

First degree in one of the fields of Hotel Management or Hospitality Management recognized by the University Grants Commission of Sri Lanka. **And**

Experience

Period of 01 year experience after obtaining the first degree in Government/Corporation/Board/statutory institute or in a recognized private institute

Additional Qualifications

Ability to work in English and computer literacy will be considered as additional qualifications. **Or**

3. Those who have completed minimum continuous satisfactory period of service of 5 years at (JM-1-1) junior management level at the National Institute of Co-operative Development

2. Salary Scale – MM 1-2 2006 Rs. 25,605 – 10 x 645 – 15 x 925 – 49,930

3. Age Limit – Not below 22 years and not more than 45 years. (the upper age limit will not be applicable to the internal candidates)

4. Method of recruitment - by structured interview

Accounts Officer - 01

1. Qualifications (external candidates)

1. (a) First degree in Management or Commerce with Accounting as a subject recognized by the University Grants Commission of Sri Lanka. **Or**

(b) Holder of Higher National Diploma in Accountancy (HNDA)

Additional Qualifications

1. Ability to work with software related to accountancy and also work in English will be considered as additional qualifications.

2. Qualifications (internal candidates)

I. (a) First degree in Management or Commerce with Accounting as a subject recognized by the University Grants Commission of Sri Lanka. **Or**

(b) Holder of Higher National Diploma in Accountancy (HNDA) awarded by a Technical College in Sri Lanka **Or**

ii. Completion of minimum of 5 years satisfactory service in the relevant field in grade II in the category of management assistant (non-technical) (MA 1) at the National Institute of Co-operative Development.

Additional Qualifications

1. Ability to work with Accounting software and also work in English will be as additional qualifications.

3. Salary Scale – JM 1 – 1 2006 - A Rs. 20,525 – 10 x 365 – 18 x 550 – 34,075

4. Age Limit – Not below 22 years and not more than 45 years. (the upper age limit will not be applicable to the internal candidates)

5. Method of recruitment - by structured interview

Assistant Lecturer – 01

1. Qualifications (External Candidates)

(a) Four year special degree in one of the fields of study - Accountancy, Management, Commerce, Law, Economics, Sociology, Development studies, Co-operative Management recognized by the University Grants commission of Sri Lanka **Or**

(b) General Degree in one of the fields of study - Accountancy, Management, Commerce, Law, Economics, Sociology, Development studies, Information Technology or Co-operative Management recognized by the University Grants commission of Sri Lanka **And**

Postgraduate Diploma relevant to the post

2. Qualifications (Internal Candidates)

(a) Four year special degree in one of the fields of study - Accountancy, Management, Commerce, Law, Economics, Social sciences, Development studies, Co-operative Management recognized by the University Grants commission of Sri Lanka **Or**

(b) General Degree in one of the fields of study - Accountancy, Management, Commerce, Law, Economics, Social sciences, Development studies, Information Technology or Co-operative Management recognized by the University Grants commission of Sri Lanka **And**

Postgraduate Diploma relevant to the post

II. Holder of post relevant to academic and research activities in which he/she should have completed minimum of 08 year period of satisfactory service in the category of "implementation/advisory (MA-4) or "enforcement/extension officer (implementing) MA-5.

3. Salary Scale – AR 1 - (2006A) Rs. 24,725 – 5 x 550 - 5 x 645 - 15 x 770 - 42,250

4. Age Limit: Not below 22 years and not more than 35 years (the upper age limit will not be applicable to internal candidates)

5. Method of recruitment - by structured interview

Administrative Officer (Examinations) – 01, Marketing Promotion Officer – 01, Procurement and Maintenance Officer - 01

1. Qualifications (external candidates)

First degree in one of the subjects – Business Administration, Human Resource Management, Commerce, Marketing, Economics, Sociology, Political science, Geography recognized by the University Grants Commission of Sri Lanka.

Additional Qualifications

1. Ability to work with software relevant to the post and also work in English will be considered as additional qualifications.

2. Qualifications (Internal candidates)

I. First degree in one of the subjects – Business Administration, Human Resource Management, Commerce, Marketing, Economics, Sociology, Political science, Geography recognized by the University Grants Commission of Sri Lanka **Or**

II. Completion of minimum of 5 years satisfactory service in the relevant field in the category of management assistant (non-technical) (MA 1 – 1) at the National Institute of Co-operative Development.

Additional Qualifications

1. Ability to work with software relevant to the post and also work in English will be considered as additional qualifications.

3. Salary Scale – JM 1 – 1 2006 - A Rs. 20,525 – 10 x 365 – 18 x 550 – 34,075

4. Age Limit – Not below 22 years and not more than 45 years. (the upper age limit will not be applicable to the internal candidates)

5. Method of recruitment - by structured interview

All candidates submit applications should be

i. Citizen of Sri Lanka

ii. Able to carry out work related to the post appropriately and physically and mentally fit to work in any part of the island

iii. Bear an excellent character

All applications should

Self-prepared containing the details such as the full name, permanent address, date of birth, national identity card number, marital status, sex and the age as at the closing date of applications, should be forwarded on or before 20/11/2015 to the **Director General, National Institute of Co-operative Development, Polgolla by registered post.**

Only photocopies of certificates should be attached to the application in order to confirm qualifications. The post applied for should be clearly written on the top left hand corner of the envelop which contain the application. The employees of government, corporations and statutory boards should forward their applications through the respective Heads of Department. The applications of those who are not qualified, incomplete and unclear applications or applications received after the closing date will be rejected. Please note that the rejected applications will not be re-considered for whatever reasons.

Acting Director General/Chief Executive Officer
National Institute of Co-operative Development,
Additional Secretary
Ministry of Industries and Commerce.