



Calling for Applications to fill Vacancies (Contract Basis)

Applications are invited from eligible Sri Lankan citizens for recruitment on contract basis for the following vacancies in the National Institute of Co-operative Development, Polgolla, Kandy, incorporated by Act of Parliament No. 01 of 2001.

1. Vacancy

| SN | Designation | No of Vacancies | Salary Code | Salary Scale (To be effective from 01.01.2027 as per Management Service Circular No 01) | Salary paid for year 2025 |
|-----|--------------------------------------|-----------------|---------------|---|---------------------------|
| 01. | Registrar | 01 | HM 1-1 - 2025 | Rs. 140,640-15×4100-202,140/= | Rs.105,399/= |
| 02. | Senior Lecturer | 03 | AR 2 – 2025 | Rs. 133,220-10×3,600- 169,220/= | Rs.100,306/= |
| 03. | Sales Promotion & Printing Officer | 01 | JM 1-1 - 2025 | Rs. 72,650-10×1360-18×2040 -122,970/= | Rs.58,615/= |
| 04. | Audio Visual Technical Assistant | 01 | MA 2-1 - 2025 | Rs. 50,540-10×540-7×630-4×890-20×1190-87,710/= | Rs.43,379/= |
| 05. | Printing Machine Technical Assistant | 01 | MA 2-1 - 2025 | Rs. 50,540-10×540-7×630-4×890-20×1190-87,710/= | Rs.43,379/= |
| 06. | Management Assistant | 05 | MA 1-1 - 2025 | Rs. 46,220-10×540-7×630-4×890-20×1190-83,390/= | Rs.40,403/= |

2. Every applicant,

- Should be a citizen of Sri Lanka.
- Should be of an excellent moral character
- Must have the physical and mental fitness required to perform the duties assigned to the position as well as to work in any part of the island.

3. Conditions of Employment

- This position is purely on a contract basis and is for a period of 03 years. Therefore, this period may or may not be extended at the discretion of this institution.
- Each individual recruited to fill the vacant position is required to contribute 8% of their earnings in accordance with the Employees' Provident Fund Act, while the Institute will contribute 12% towards the same. Each person recruited will contribute 3% of their earnings to the Employees' Trust Fund Act.
- Additionally, the position is entitled to financial and other benefits associated with the role Position, as granted by the government from time to time.
- The primary place of work for the recruited position is the National Institute of Co-operative Development, Polgolla. However, duties must be performed in any part of the island as required.

4. Date of Eligibility

To be eligible to apply for the position, all required qualifications must be fulfilled by the closing date for submitting applications.

5. Method of Apply

The qualifications required for the aforementioned position, along with all related details, can be obtained by visiting the official website of the National Institute of Cooperative Development at www.nicd.edu.lk.

- As stated in the newspaper advertisement, applicants must apply for the position using the application form prepared and completed in accordance with the specimen application form provided on the official website of the institution. Certified photocopies of the qualification certificates listed in the application form must also be submitted along with the application.
- Further, applicants who are already working in Government/State Corporations/Statutory Institutions/Higher Education Institutions should send their application form through the head of the institution.
- The post applied for should be mentioned on the top left corner of the envelope in which the application is sent.
- The closing date for applications is 15.08.2025, and duly completed applications must be sent via registered post on or before this date to: Director General and Chief Executive Officer, National Institute of Cooperative Development, Polgolla.
- Applications that are received late, incomplete, do not meet the basic qualifications, or are not accompanied by certified copies of the qualification certificates, as well as applications that are not properly submitted, will be rejected without further notice.
- Canvassing for this position will be considered a disqualification.

N.B Any changes regarding the closing date for accepting applications or any other matters related to the recruitment will be updated on the official website of the Institute.