

VACANCIES

Education Employees Co-operative Thrift and Credit Society Limited is a Co-operative Society that consists of members employed in the education service throughout the island and registered under the Co-operative Societies Act for thrift and credit transactions of the members.

Applications are invited from permanent employees employed in the society's services and external applicants for the recruitment in permanent basis for the Vacancies that exist in the Head Office and District Offices of the Society.

Applicants should prepare the applications relevant to the general conditions mentioned below and should send the applications only by registered post to the address given below to receive on or before 04.04.2026.

(There are district offices in the main cities in all districts except Jaffna and Mannar districts.) Applications are invited from qualified persons who are eligible, enthusiastic and dedicated.

Assistant Accountant (Executive Service Division E.3.2 - Grade III)

- Should have obtained a degree in the field of Commerce / Financial Management / Accountancy from a recognized university with 02 years experience in executive level in Accounting field
Or
- A four (04) year diploma Course in Accountancy in a Sri Lanka Technical College or Advanced Technology Institute with two (02) years experience in executive level in accounting / commerce field
Or
- Should have passed the stage two of the Chartered Institute of Accountants or should have passed the stage two of Chartered Institute of Management Accountants with two (02) years experience in the executive level in the accounting field in a reputed institution
Or
- Should have passed stage three of the Association of Accounting Technicians (AAT) with five (05) years experience in the executive level in the accounting field in a reputed institution
Or
- One of the above educational and professional qualifications mentioned in 1,2 or 3 above with seven (07) years experience in a staff grade post in the co-operative society / association for which the recruitment is made and should have earned the salary increments.

Salary Scale: Monthly 48,400 - 720 x 10

General Conditions

- Applicants should be not less than 18 years and not more than 45 years and the maximum age limit will not be applicable to those employed in the co-operative service.
- In addition to the above monthly salary Cost of Living Allowance of Rs. 17,800/- and the Rs. 11,000/- allowance approved by the government will be paid.
- This post is not pensionable. An appointee should contribute 10% of the salary to Employees Provident Fund (EPF) and the institution will contribute 15%.
- Applicants should self prepare a bio data sheet inclusive of all educational and professional qualifications and should complete the application form provided and submit.

Education Employees Co-operative Thrift and Credit Society Limited

Application for the Post of

- Full Name of the Applicants :
- Name with Initials :
- Permanent Address :
- Date of Birth : Age:..... Years..... Months Days
- National Identity Card No. :
- Gender - Male/Female :
- Marital Status :
- Telephone No. :
- WhatsApp No. :
- Basic Qualifications Required: :

I hereby certify that the information given above is true and correct and also certify that I am submitting this application agreeable to the following conditions.

- I agree to serve in any branch office in the island.
- I am aware that the placement is made after selection to the post on the decision of the Board of Directors and I hereby declare my agreement for such a placement.

.....

Date Signature

N.I.C. No.

Name:.....

- Applicants should submit the self certified photocopies of certificates of educational and professional qualifications along with the Birth Certificate and a copy of the National Identity Card with the Bio Data.
- Post applying for should be clearly mentioned on the left top corner of the envelope containing the application.
- When an employee of any other co-operative society applies, application should be submitted through the relevant society and if the application has been sent directly while working in a co-operative society and if it is found out after being selected, it would result in dismissal from the job.
- Should agree to work in any branch office and should agree to be deployed in any office where the vacancies exist as per the decision of the Board of Directors.
- Suitable persons will be selected through an interview and the decision of the Board of Directors will be final.
- This recruitment will be made as per Circular Nos. 2025/03 and 2025/04 of the Co-operative Employees Commission.

Chief President

Education Employees Co-operative Thrift and Credit Society Ltd

No. 294, Galle Road, Colombo 03

Telephone No. 011-2266000