

**MINISTRY OF PLANTATION AND
COMMUNITY INFRASTRUCTURE
NATIONAL INSTITUTE OF
PLANTATION MANAGEMENT**

Applications are invited from suitably qualified Sri Lankans for the following posts of this Institute.

1. POST OF ADMINISTRATIVE OFFICER – JM 1.1 (Grade II) – Permanent Basis

Job Description : Responsible for supporting the Assistant Director (Administration) in the effective Management of General Administration functions, including Human Resource Management, Procurement, Transport, Maintenance, and Legal affairs of the Institute.

Qualifications : External Applicants

A Degree in Human Resources Management/Business Administration/Public Administration / Public Management/ Commerce or any other degree relevant to the subject area of the post which is recognized by the U.G.C.

Internal Candidates (1 or 2 below)

1. Having obtained the qualifications required by the external candidates above.
2. Completion of minimum five (05) years of satisfactory service in post of Management Assistant – Non Tech Category (MA 1.1) Grade II, in the subject area relevant to the post.

Salary Scale : JM 1.1 – Rs. [72,650-10x1,360 - 18x2,040 = 122,970/-]
(At the starting, salary entitlement is Rs. 65,633/- and other Government approved allowances)

Age Limit : Should not be less than 22 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

Method of Selection : Written competitive examination and / or a structured interview conducted by a professional

interview panel.

02. POST OF MANAGEMENT ASSISTANT (Non Technological) - MA 1.1 (Grade III) – Permanent Basis

Qualifications : External Applicants

Having passed the G.C.E. (O/L) examination in six subjects in one sitting with credit passes for four subjects including Sinhala / Tamil Language, Mathematics & English language.

and

Having passed three subjects (other than the general paper) at the G.C.E. (A/L) examination.

Internal Candidates

Having passed the G.C.E. (O/L) examination in six subjects with credit passes for four subjects including Sinhala / Tamil Language, Mathematics & English language.

and

Having completed a minimum of five years of satisfactory service in a permanent post under the employee category of Primary level – skilled, Primary level – semi-skilled or Primary level – unskilled.

Salary Scale : MA 1.1 – Rs. 46,220-10x540-7x630-4x890-20x1,190 = 83,390/-
(At the starting, salary entitlement is Rs. 43,312/- and other Government approved allowances)

Age Limit : Should not be less than 18 years and not more than 45 years. The upper age limit will not be applicable to internal candidates.

Method of Selection : Written competitive examination and / or an interview conducted by a professional interview panel.

03. POST OF DRIVER – PL3 (Grade III) - Permanent and contractual basis (Especially in Colombo and Bogawantalawa areas)

Qualifications : External Applicants

Having passed the G.C.E. (O/L) examination with at least two credit passes in no more than two attempts, holding a valid heavy vehicle driving license, and having three (03) years of driving experience after obtaining the license

Internal Candidates

Having a valid heavy vehicle driver's license and three (03) years of driving experience after obtaining that license, and having completed a minimum of five (05) years of satisfactory service in a permanent post under the Primary Level – semi-skilled or Primary Level – unskilled employee category.

Salary Scale : PL3 – රු. [43,280-10x490-10x540-10x590-12x630 = 67,040/-]
(At the starting, salary entitlement is Rs. 40,834/- and other Government approved allowances)

Age Limit : Should not be less than 18 years and not more than 45 years. The upper age limit will not be applicable to internal candidates.

Method of Selection : Through a practical test and a structured interview

04. POST OF COOK – PL2 (Grade III) - Contractual Basis

Qualifications : External Applicants

Having obtained a certificate of not less than National Vocational Qualification (NVQ) Level 2 in Food and Beverage Preparation and Service from a technical or Vocational Training Institute recognized by the Tertiary and Vocational Education Commission (TVEC).

Internal Candidates

Having obtained the qualifications required by the external candidates above.

Salary Scale : PL2 – රු. [42,300-10x490-10x540-10x590-12x630 = 66,060/-]
(At the starting, salary entitlement is Rs. 40,008/- and other Government approved allowances)

Age Limit : Should not be less than 18 years and not more than 45 years. The upper age limit will not be applicable to internal candidates.

Method of Selection : Through a structured interview

05. POST OF HOSTEL AIDE – PL3 (Grade III) - Contractual Basis

Qualifications : External Applicants

Candidates should have appeared for the G.C.E. (O/L) Examination

Salary Scale : PL1 – රු. [40,500-10x450-10x490-7x540-15x590 = 62,530/-]
(At the starting, salary entitlement is Rs. 38,488/- and other Government approved allowances)

Age Limit : Should not be less than 18 years and not more than 45 years. The upper age limit will not be applicable to internal candidates.

Method of Selection : Through a structured interview

06. POST OF GARDEN AIDE – PL3 (Grade III) - Contractual Basis

Qualifications : External Applicants

Candidates should have appeared for the G.C.E. (O/L) Examination

Salary Scale : PL1 – රු. [40,500-10x450-10x490-7x540-15x590 = 62,530/-]
(At the starting, salary entitlement is Rs. 38,488/- and other Government approved allowances)

Age Limit : Should not be less than 18 years and not more than 45 years. The upper age limit will not be applicable to internal candidates.

Method of Selection : Through a structured interview

How to Apply

Please forward your detailed Curriculum Vitae with the names and addresses of two non-related referees, together **with copies of relevant certificates**, to the undersigned to reach on or before **30th June 2026** under registered post. Applications from employees in the public sector should be forwarded through the respective Heads of Institutions. The post applied for, **should be marked on the top left-hand corner of the envelope**. The in completed and delayed applications will not be considered under any circumstances.

N.B :

- Only applicants who have submitted complete applications in all respects will be eligible to appear for the written competitive examination and/or interview.
- This vacancy advertisement is displayed in the **www.nipm.gov.lk** website also.



**Director / Chief Executive Officer
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