VACANCIES ON CONTRACT BASIS

MINISTRY OF AGRICULTURE, LIVESTOCK, LAND AND IRRIGATION

HECTOR KOBBEKADUWA AGRARIAN RESEARCH & TRAINING INSTITUTE

Applications are called for the following posts from suitably qualified candidates who are citizens of Sri Lanka. These appointments will be made on a contract basis initially for a period of one year, and extensions will be considered subsequently based on service requirements.

01. Technical Assistant (Civil) - 01

Qualifications

Educational :

(a) Having passed the G.C.E. (O/L) examination in six subjects in one sitting with credit passes for four subjects including

i. Sinhala/Tamil
ii. English Language
iii. Maths

AND

(b) Having achieved the performance level required to follow a tertiary education course by passing the required number of subjects other than the 'General Paper' at the G.C.E.(A/L) Examination .

Vocational :

National Diploma in Technology or equivalent qualifications conducted by a recognized institute.

AND

One year experience in the relevant field.

Job Description :

- Daily inspecting all the building of the institute, furniture, fixed equipment and reporting defects to the Assistant/ Deputy Director (Administration).
- Daily inspection of gardens and official quarters expect the area marked for the Hostel and assigning garden servants to the relevant sections.
- Daily inspection of all toilets and the drainage systems to ensure cleanliness and proper functioning.
- Ensure that the supply of water, electricity, air conditioning and telephone facilities are maintained properly.
- Ensure proper maintenance and operation of air conditioning plant and equipment and water pump and storage system.
- Be responsible for all security arrangements of persons and property within the institute premises and parking and traffic arrangements within the premises.

- Supervision of minor servants in maintenance and security work and maintenance of proper records in respect of above items of work.
- Supervision of the external security network and reporting any shortcomings to the Assistant Director (Administration) / Registrar
- Any other duties assigned by the Assistant Director (Administration) / Registrar

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

Salary Step : Rs. 64,760/-

01. Audit Assistant - 01

Qualifications

Educational **:** (a) Having passed the G.C.E. (O/L) examination in six subjects in one sitting with credit passes for four subjects including

i. Sinhala/Tamil
ii. English Language
iii. Maths

(b) Having achieved the performance level required to follow a tertiary education course by passing the required number of subjects other than the 'General Paper' at the G.C.E.(A/L) Examination .

Vocational **:** At least two part of AAT or I.B.K

and

one year experience in Audit work

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

Salary Step : Rs. 64,760/-

03. Management Assistant – Non - Technological Category - 06

Qualifications (General):

External Candidates: -

Educational:

a) Having passed the G.C.E. (O/L) examination in six subjects one sitting with credit passes for four subjects including

   i. Sinhala/Tamil
   ii. English Language
   iii. Maths

b) Having passed three subjects (other than the General Paper) at the G.C.E. (A/L) examination.

Special Skills

Ability to use Computer Software Applications
Sinhala/Tamil and English Typing

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

Salary Step : Rs. 61,112/-

Duly completed applications together with the certified copies of the proofs of relevant educational qualifications, experience along with the names and contact details of two non-related referees should be sent by registered post to reach the **Director, Hector Kobbekaduwa Agrarian Research and Training Institute, 114, Wijerama Mawatha, Colombo 07**, **on or before 01st December 2026**. The post applied for should be clearly written on the top left-hand corner of the envelope.

Director/Chief Executive Officer
Hector Kobbekaduwa Agrarian Research & Training Institute
114, Wijerama Mawatha
Colombo 07.
011 - 2696981