



KURUNEGALA PLANTATIONS LIMITED

(Ministry of Plantation Industries)

POST OF ADMINISTRATIVE OFFICER (HR & ADMIN)

Qualifications & Experience

External

Bachelor's degree in Human Resource Management/ Public Administration/ Business Administration/ Management/ Law from a university recognized by UGC.

And

At least one (01) year post qualifying experience in HR & Administration in a Government Department/ Corporation/ Board or a reputed/ recognized mercantile establishment.

Knowledge of procurement procedures & departmental circulars and experience in computerized data management will be an added qualification.

Internal

Minimum of five (05) years experience as a Management Assistant category in Grade 1 Or Having obtained the qualifications required by the external candidates mentioned above.

Age

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

Salary

The Selected Candidate will be employed on a salary point in the following scale.

JM 1-1 - 2016 : Rs. (42,600 – 10 x 755 – 18 x 1,135 - 70,580) Plus Cost of Living Allowance.

POST OF ASSISTANT SUPERINTENDENT

Qualifications & Experience

External

Bachelor's degree in Agriculture/ Science/ Plantation Management/ Business Management from a university recognized by UGC **And** at least three (03) years planting experience in Government/ reputed Private Sector Plantation Company after obtaining above qualifications.

Or

Diploma in Plantation Management/ Diploma in Agriculture from a recognized institution **And** at least five (05) years planting experience in Government/ reputed Private Sector Plantation Company after obtaining above qualifications.

Internal

Passed G.C.E (O/L) Examination with Mathematics & English language **And** at least ten (10) years planting experience as an Officer- In-Charge under the prevailing collective agreement of Kurunegala Plantations Limited **Or** Having obtained the qualifications required by the external candidates mentioned above.

Experience in Coconut/Rubber Plantation Management, Crop diversification, Industrial relations and Computer use would be added qualifications.

Age

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

Salary

The Selected Candidate will be employed on a salary point in the following scale.

JM 1-1 - 2016 : Rs. (42,600 – 10 x 755 – 18 x 1,135 - 70,580) Plus Cost of Living Allowance.

OTHER BENEFITS (FOR BOTH POSITIONS)

The selected candidates will be entitled to a non-contributory hospitalization insurance scheme, annual bonus, distress loan at concessionary interest rate and attractive incentive scheme based on performance.

In addition to the above selected candidates for the post of Assistant Superintendent will be entitled to a company maintained motor cycle inclusive of private mileage, a suitably furnished bungalow and perquisites/ benefits relevant to the position.

Applications giving qualifications, experience and names, addresses and telephone numbers of two non-related referees should be sent to The Manager, Human Resource & Administration, Kurunegala Plantations Limited, No. 80, Dambulla Road, Kurunegala, under Registered Cover with copies of relevant certificates to reach him on or before 19th June 2023. The title of the Post should be written on the top left hand corner of the envelope.

Employees from the Government Departments, Corporations and Boards should send their applications through the respective heads of institutions. An advance copy may be sent direct.

Canvassing in any form will be a disqualification.