



KURUNEGALA PLANTATIONS LIMITED

STATE MINISTRY OF COCONUT, KITHUL, PALMYRAH AND
RUBBER CULTIVATION PROMOTION AND RELATED INDUSTRIAL
PRODUCT MANUFACTURING & EXPORT DIVERSIFICATION

VACANCIES

POST OF CHIEF CLERK

Applications are invited from suitable candidates who can independently handle Estate Office, its correspondences, Annual Budgets/Estimates, Accounts & related work in one of our estate office situated in Kurunegala District.

External

Qualifications & Experience

Passed G.C.E (O/L) Examination in six subjects with Credit passes for four (04) subjects including

- I. Sinhala/Tamil/English language
- II. Mathematics

And

Minimum of 5 years experience in similar grade in a Government Department/ Corporation/Board or reputed private sector company.

Experience in Estate/Plantation Accounts & computerized data management would be an added qualification.

Internal

Minimum of ten (10) years experience in Clerical Grade in a company managed estates.

Age

Preference will be given to those below 45 years. The upper age limit will not apply to internal candidates.

Salary

Negotiable as per the prevailing collective agreement.

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 October 2020. 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.

**The Manager - Human Resource & Administration
Kurunegala Plantations Limited
No. 80, Dambulla Road, Kurunegala.**