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கல்வி கூட்டுறவுச் சங்கம்
Education Co-operative Society

The Education Employees' Co-operative Thrift and Credit Society Ltd. is a co-operative society formed by the membership of those employed in the education service across the island, registered under the Co-operative Societies Act, and operates concerning thrift and credit transactions.

Applications are invited from **permanent employees currently serving in the Society and external applicants** for recruitment on a permanent basis for the following vacancies existing at the Head Office and Branch Offices of the Society.

Applicants should prepare applications in accordance with the general conditions mentioned below and submit them by registered post or by hand delivery to reach the Chairman at the following address on or before 26-11-2026 Furthermore, applications must also be submitted online using the QR code shown in this advertisement. (Applying only online using the QR code is not sufficient).

(The Society has branch offices in the main cities of all other districts in the island except Kilinochchi, Mullaitivu, and Mannar districts.)

Applications are invited for this from qualified individuals who are skilled, enthusiastic, and capable of working with dedication.

## Deputy Chief Executive Officer (Executive Service Category E.2 - III Grade)

1. A postgraduate degree from a recognized university that includes 01 of the subjects Commerce, Management, Economics, Accountancy, Human Resource Management, or a subject in line with the aims and objectives of the institution, along with 03 years of experience in an executive-level position at a recognized institution.

or

2. Passing a postgraduate diploma course from a recognized university that includes 01 of the subjects Commerce, Management, Economics, Accountancy, Human Resource Management, or a subject in line with the aims and objectives of the institution, along with 04 years of experience in an executive-level position at a recognized institution.

or

3. A degree from a recognized university that includes 01 of the subjects Commerce, Management, Economics, Accountancy, Human Resource Management, or a subject in line with the aims and objectives of the institution, along with 05 years of experience in an executive-level position at a recognized institution.

Salary Scale :- Monthly 57,400 - 1,200X 10

Number of Vacancies :- 01

## Chief Financial Manager (Executive Service Category E.2 - III Grade)

**1.** A postgraduate degree in Accountancy, Business Management, or Commerce from a recognized university, along with 02 years of experience in an executive-level position in the field of Accounts/Audit at a recognized institution.

or

**2.** A degree in Accountancy, Business Management, or Commerce from a recognized university, along with 04 years of experience in an executive-level position in the field of Accounts/Audit at a recognized institution.

or

**3.** A four-year diploma in Accountancy or Commerce from a Technical College or Higher Institute of Technology Education, along with 05 years of experience in an executive-level position in the field of Accounts/Audit at a recognized institution.

or

**4.** Passing the second stage of the Institute of Chartered Accountants of Sri Lanka or passing the final stage of the Institute of Certified Management Accountants, along with 05 years of experience in an executive position in the field of Accounts/Audit at a recognized institution.

Salary Scale :- Monthly 57,400 - 1,200X 10

Number of Vacancies :- 01

## Chief Information Technology Officer (Executive Service Category E.2 - III Grade)

**1.** A postgraduate degree in Computer Science, along with 02 years of experience in an executive-level position at a recognized institution in the relevant field.

or

**2.** A degree in Computer Science, along with 04 years of experience in an executive-level position at a recognized institution in the relevant field.

Salary Scale :- Monthly 57,400 - 1,200X 10

Number of Vacancies :- 01

## Chief Internal Auditor (Executive Service Category E.2 - III Grade)

**1.** A postgraduate degree in Accountancy, Business Management, or Commerce from a recognized university, along with 02 years of experience in an executive position in the field of Accounts/Audit at a recognized institution.

or

**2.** A degree in Accountancy, Business Management, or Commerce from a recognized university, along with 04 years of experience in an executive position in the field of Accounts/Audit at a recognized institution.

or

**3.** A 04-year diploma in Accountancy/Commerce from a Technical College or Higher Institute of Technology Education in Sri Lanka, along with 05 years of experience in an executive position in the field of Accounts/Audit at a recognized institution.

or

4. Passing the second stage of the Institute of Chartered Accountants of Sri Lanka or passing the final stage of the Institute of Certified Management Accountants, along with 05 years of experience in an executive position in the field of Accounts/Audit at a recognized institution.

Salary Scale :- Monthly **57,400 - 1,200X 10**

Number of Vacancies :- 01

## Manager (Media and Promotion) (Executive Service Category E.3.1 - III Grade)

1. A degree in Mass Communication / Mass Media / Communication Studies from a recognized university, along with 03 years of executive-level experience.

or

2. Passing the G.C.E. Advanced Level examination along with successfully completing a diploma course of not less than one year in Mass Media / Mass Communication / Mass Media and Advertising from a recognized institution, along with 05 years of executive-level experience in the relevant field.

or

3. A degree in Mass Communication / Mass Media / Communication Studies from a recognized university, along with 05 years of experience in a Staff Officer position at the recruiting Co-operative Society/Union.

or

4. Passing the G.C.E. Advanced Level examination along with successfully completing a diploma course of not less than one year in Communication Studies on Mass Media / Mass Communication / Mass Media and Advertising from a recognized institution, along with 07 years of experience in a Staff Officer position at the recruiting Co-operative Society/Union

Salary Scale :- Monthly 50,600 - 900 X 10

Number of Vacancies :- 01

## Legal Officer (Executive Service Category E.3.2 - III Grade)

1. Being an Attorney-at-Law sworn in the Supreme Court of Sri Lanka with 03 years of experience.

Salary Scale :- Monthly 48,400 - 720 X 10

Number of Vacancies :- 01

## Administrative Officer (Executive Service Category E.3.2 - III Grade)

1. A degree in Human Resource Management or Administration from a recognized university, along with 03 years of management-level experience in Human Resource Management or Institutional Administration.

or

2. Passing the G.C.E. Advanced Level examination along with successfully completing a diploma course of not less than one year in Human Resource Management related to the relevant field from a recognized institution, along with 05 years of management-level experience in Human Resource Management or Institutional Administration.

or

3. Along with one of the educational and professional qualifications mentioned in 1 and 2 above, 10 years of experience in a Staff Grade position at the recruiting Co-operative Society/Union and having earned salary increments.

or

4. Along with one of the educational and professional qualifications mentioned in 1 and 2 above, 15 years of experience in the position of Management Service Officer / Management Service Officer (Accounts) / Audit Assistant in the Operational Service Category of the recruiting Co-operative Society/Union and having earned salary increments.

Salary Scale :- Monthly 48,400 - 720 X 10

Number of Vacancies :- 04

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

1. A degree in the field of Commerce / Financial Management / Accountancy from a recognized university, along with 02 years of executive-level experience in the field of Accounting.

or

2. A 04-year diploma course in Accountancy from the Sri Lanka Technical College or Higher Institute of Technology, along with 02 years of executive-level experience in the field of Accounting / Commerce.

or

3. Passing the second stage of the Institute of Chartered Accountants or passing the second stage of the Institute of Certified Management Accountants, along with 02 years of experience in an executive-level position in the field of Accounting at a recognized institution.

or

4. Passing the third stage of the Association of Accounting Technicians (AAT), along with 05 years of experience in an executive-level position in the field of Accounting at a recognized institution.

or

5. Along with one of the educational and professional qualifications mentioned in 1, 2, and 3 above, 07 years of experience in a Staff Grade position at the recruiting Co-operative Society/Union and having earned salary increments.

Salary Scale :- Monthly 48,400 - 720 X 10

Number of Vacancies :- 2

**General Conditions**

- Applicants must be not less than 18 years of age and not more than 45 years of age. However, this maximum age limit is not applicable to anyone currently employed in the Co-operative service.
- In addition to the monthly salary applicable to the above-mentioned positions, a cost of living allowance of Rs. 17,800/- and an approved allowance of Rs. 11,000/- will be received.
- This position is permanent, but non-pensionable. An appointee must contribute 10% to the Employees' Provident Fund, and 15% will be credited by the institution.
- Applicants should complete and apply with an application prepared according to the application format mentioned herein, along with a self-prepared Curriculum Vitae in the English medium that includes bio-data and all educational and professional qualifications.

**The Education Employees' Co-operative Thrift and Credit Society Ltd.**

**…….. Application for the post of**

01. Applicant's Full Name :- ……
……

02. Name with Initials :- ……..…….
……

03. Permanent Address :- ……..……...…....
……
……..……

04.District of Permanent Residence :- ……...

05. Date of Birth :- ……/……/…… 06.Age :- Years …… Months :-…… Days :- …...…

07.National Identity Card Number :- ……...……...

08. Female / Male :- …….. 09. Married / Unmarried :-…….....

10. Telephone Number :- ……... 11.Whatsapp Number :- …….…....

12.E- Mail :- ……..……...

13. Basic Qualification Applied With :- ……..……...
……...
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……...

I certify that the above-mentioned facts are true and correct, and I certify that I submit this application agreeing to the following facts as well.

- I agree to serve in any branch office in the island.
- I am well aware that after being selected for the post, the placement will be done according to the decision of the Board of Directors, and I hereby express my agreement to the placement made based on that.

…… ……

Date Signature

NIC No. :- ……...…

Name :-……

- Applicants should submit photocopies of certificates showing their educational and professional qualifications, a copy of the birth certificate, and a copy of the National Identity Card, certified by themselves as true copies, to reach the Chief Chairman by registered post or by hand delivery to the following address before 26-11-2026 (The position applied for must be clearly stated on the top left corner of the envelope enclosing the application).
- Applicants must be individuals with suitable physical and mental fitness to serve in any branch office of the Society, and must be willing to serve in any branch office of the Society located in the island. They must agree to be assigned to offices with vacancies as per the decision of the Board of Directors after selection.
- When a person employed in another Co-operative Society submits an application, it must be submitted through the Co-operative Society they are currently working for. If it is revealed, even after he/she is selected, that a person has sent an application directly while working in a Co-operative Society, it will be grounds for losing the position.
- As mentioned above, it is compulsory to send the applications by registered post or by hand to reach the Chief Chairman of the Society, and all those applicants must have also applied online using the QR code shown in this advertisement. (Applying only online using the QR code is not sufficient).



- This recruitment will be conducted in accordance with the Co-operative Employees Establishment Code of the Co-operative Employees Commission, and circulars 2025/03 and 2025/04.
- Suitable candidates will be selected through an interview, and the decision of the Board of Directors will be the final decision.

**Chief Chairman**
**Education Employees' Co-operative Thrift and Credit Society Ltd.,**
**No. 294, Galle Road, Colombo 03.**
**Telephone Number :- 011-2266000**