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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 external candidates 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.

Chief Training Officer (Staff Service Category SG-III Grade)

1. A degree in Education / Business Management / Human Resource Management / Sociology obtained from a recognized university, along with 02 years of experience in a position in the field of training at a recognized institution.

Or

2. Passing the G.C.E. Advanced Level examination and successfully completing a Diploma course of not less than one year in the field of Human Resource Management / Education, along with 03 years of experience in the relevant field.

Or

3. 10 years of experience in Grade II of the Assistant Trainer position in the Co-operative Society conducting the recruitment.

Salary Scale: Monthly 46,200 - 575 X 10

Number of Vacancies - 01

Language Translator (Sinhala/Tamil) (Staff Service Category SG - III

1. Passing the G.C.E. Advanced Level examination, and passing the G.C.E. Ordinary Level examination in not more than two sittings with credit passes for four subjects including Mathematics, Language, and English, along with being an approved Sworn Translator by the Department of Official Languages or the Ministry of Justice, and 01 year of experience in the relevant field.

Salary Scale: Monthly 46,200 - 575 X 10

Number of Vacancies - 01

Holiday Resort Keeper (Staff Service Category SG - III Grade)

1. A degree from a recognized university that includes one of the subjects Residential Management / Hotel Management or a subject relevant to the duties of the position, along with 02 years of experience in the relevant position at a recognized institution.

Or

2. Passing the G.C.E. Advanced Level examination and successfully completing a diploma of not less than one year from a recognized institution that includes one of the subjects Residential Management / Hotel Management or a subject relevant to the duties of the position, along with 03 years of experience in the relevant field.
3.

Salary Scale: Monthly 46,200 - 575 X 10

Number of Vacancies - 04

Section Head (Accounts) (Staff Service Category SG - III Grade)

1. A degree in Commerce / Business Management / Accounting / Finance from a recognized university, along with 02 years of experience in the relevant field.

Or

2. Passing the G.C.E. Advanced Level examination and successfully completing a diploma course of not less than one year in Accountancy / Accounting / Finance / Banking from a recognized institution, along with 05 years of experience in the relevant field.

Or

3. Along with one of the educational and professional qualifications mentioned in 1 and 2 above, 10 years of experience in a position related to the relevant field within the Operational Service Sector of the Co-operative Society/Union conducting the recruitment.

Salary Scale: Monthly 46,200 - 575 X 10

Number of Vacancies - 20

Technical Officer (Operational Service Category O - III Grade)

1. Passing the G.C.E. Advanced Level examination along with successfully completing a diploma course of not less than one year in technical craft from the National Apprenticeship Board / a Technical College / a government-recognized institution, and 01 year of experience in the relevant field at a recognized institution.

Or

2. Passing the G.C.E. Ordinary Level examination in six subjects in not more than two sittings and successfully completing a diploma course of not less than one year in technical craft from the National Apprenticeship Board / a Technical College / a government-recognized institution, along with 03 years of experience in the relevant field at a recognized institution.

Or

3. Passing the G.C.E. Advanced Level examination along with being an employee in Grade I of the Technician post at the recruiting institution.

Salary Scale: Monthly 38,700 - 350 X 10

Number of Vacancies - 01

Service Promotion Officer (Operational Service Category O - III Grade)

1. Passing the G.C.E. Advanced Level examination, and passing the G.C.E. Ordinary Level examination in not more than two sittings with credit passes for four subjects including Mathematics, Language, and English, along with one year of service experience in fields such as member recruitment / service promotion / deposit promotion / special project promotion / loan promotion etc. at a recognized institution.

Or

2. Passing the G.C.E. Ordinary Level examination in six subjects in not more than two sittings and successfully completing a certificate course in marketing or business promotion from a

recognized institution, along with 03 years of experience in the relevant field at a recognized institution.

Salary Scale: Monthly 38,700 - 350 X 10

Number of Vacancies – 28

Graphic Designer (Operational Service Category O - III Grade)

1. Passing the G.C.E. Advanced Level examination and successfully completing a diploma course of not less than one year in graphic designing from a recognized institution, along with 02 years of experience in the relevant field at a recognized institution.

Or

2. Passing the G.C.E. Ordinary Level examination in six subjects in not more than two sittings and successfully completing a diploma course of not less than one year in graphic designing from a recognized institution, along with 04 years of experience in the relevant field at a recognized institution.

Salary Scale: Monthly 38,700 - 350 X 10

Number of Vacancies - 01

Information Technology Assistant (Operational Service Category O - III

1. Passing the G.C.E. Advanced Level examination and having successfully completed a diploma course of not less than one year in Information Technology (application and hardware), along with one year of experience in the relevant field.

Or

2. Obtaining an NVQ Level 4 certificate in Information Technology (application and hardware), along with 02 years of experience in the relevant field.

Salary Scale: Monthly 38,700 - 350 X 10

Number of Vacancies - 10

Management Service Officer (Accounts) (Operational Service Category O - III Grade)

1. Passing the G.C.E. Advanced Level examination in the Commerce stream, and passing the G.C.E. Ordinary Level examination in not more than two sittings with credit passes for four subjects including Mathematics, Language, and English.

Or

2. Passing the G.C.E. Ordinary Level examination with credit passes for four subjects including Mathematics, Language, and English, along with passing AAT Stage 2 or passing the first stage of Chartered Accountancy.

Or

3. Passing the G.C.E. Advanced Level examination in the Commerce stream, along with 05 years of experience in Grade I of the Office Assistant post.

Salary Scale: Monthly 38,700 - 350 X 10

Number of Vacancies - 129

Management Service Officer (Operational Service Category O - III Grade)

1. Passing the G.C.E. Advanced Level examination, and passing the G.C.E. Ordinary Level examination in not more than two sittings with credit passes for four subjects including Mathematics, Language, and English.

Or

2. Passing the G.C.E. Advanced Level examination and 05 years of experience in Grade I of the Office Assistant post.

Salary Scale: Monthly 38,700 - 350 X 10.

Number of Vacancies - 98

Cashier (Operational Service Category O - III Grade)

1. Passing the G.C.E. Advanced Level examination along with passing the G.C.E. Ordinary Level examination with credit passes for four subjects including Mathematics, Language, and English.

Or

2. Passing the G.C.E. Advanced Level examination along with 03 years of experience in the relevant position.

Or

3. Passing the G.C.E. Ordinary Level examination with credit passes for four subjects including Mathematics, Language, and English, along with 05 years of experience in the relevant position.

Salary Scale: Monthly 38,700 - 350 X 10

Number of Vacancies - 17

Chef / Cook (Operational Service Category O - III Grade)

1. Passing the G.C.E. Advanced Level examination and successfully completing a diploma course of not less than one year in the relevant field at a government or government-recognized hotel school, along with 02 years of experience in the relevant field at a recognized institution.

Or

2. Passing the G.C.E. Ordinary Level examination in six subjects in not more than two sittings and successfully completing a course of not less than 06 months in the relevant field at a government or government-recognized hotel school, along with 05 years of experience in the relevant field at a recognized institution.

Or

3. Passing the G.C.E. Advanced Level examination along with 10 years of experience in the Assistant Chef position at the Co-operative Union/Society conducting the recruitment.

Salary Scale: Monthly 38,700 - 350 X 10

Number of Vacancies - 05

Technician (Support Service Category S.1 - II Grade)

1. Passing the G.C.E. Ordinary Level examination and successfully completing a certificate course related to technical activities from a recognized institution, along with one year of experience in the relevant position.

Salary Scale: Monthly 35,100 - 290 X 10

Number of Vacancies - 02

Driver (Support Service Category S.1 - II Grade)

1. Passing 06 subjects in the G.C.E. Ordinary Level examination along with a 03-year-old heavy vehicle driving license and 03 years of experience as a driver.

Salary Scale: Monthly 35,100 - 290 X 10

Number of Vacancies – 03

Office Assistant (Support Service Category S.1 - II Grade)

1. Passing the G.C.E. Ordinary Level examination in not more than two sittings.

Salary Scale: Monthly 35,100 - 290 X 10

Number of Vacancies - 20

Receptionist (Support Service Category S.1 - II Grade)

1. Passing the G.C.E. Ordinary Level examination in not more than two sittings with credit passes for Language and English subjects.

Salary Scale: Monthly 35,100 - 290 X 10

Number of Vacancies - 27

Record Keeper (Support Service Category S.1 - II Grade)

1. Passing the G.C.E. Ordinary Level examination in not more than two sittings along with one year of experience in the relevant field at a recognized institution.

Salary Scale: Monthly 35,100 - 290 X 10

Number of Vacancies - 36

Holiday Resort Assistant (Support Service Category S.2 - II Grade)

1. Passing the G.C.E. Ordinary Level examination.

Salary Scale: Monthly 33,500 - 250 X 10

Number of Vacancies - 08

Laborer (Support Service Category S.3 - II Grade)

1. Passing Grade 10.

Salary Scale: Monthly 30,100 - 180 X 10

Number of Vacancies - 33

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