

MINISTRY OF PLANTATION INDUSTRIES



SRI LANKA TEA BOARD VACANCIES

Sri Lanka Tea Board, the Apex Body of the Tea industry in Sri Lanka is looking for dynamic and result oriented individuals with pleasing personality to be recruited as Management Assistant(Non Technical).

The Post of Management Assistant(Non Technical) Grade III –MA (1-1)

Job Description

Performance of functions /activities of non - technological nature under the supervision and guidance of the Authorized Officer and to facilitate / support / supplement the discharging of duties of the Managerial, Administrative and Executive Grades of the organization.

Qualification & Experience

External : Having passed G.C.E. (A/L) in three subjects in one sitting and passed the G.C.E.

(O/L) examination in not more than two sittings together with six subjects and four credit passes including Mathematics, English language and Sinhala / Tamil

Internal : Employees of the categories of primary level skilled, primary level semi-skilled and primary level unskilled who possess the following qualifications are eligible to apply.

a).Having passed the G.C.E. (O/L) examination in six subjects with credit passes for four subjects including first language and Mathematics in not more than two sittings.

AND

b).Having completed a minimum of five (05) years satisfactory service in a permanent post under the above employee category.

Age

Should be not less than 18 years and not more than 45 years. Upper age limit will not apply to Internal Candidates.

Salary Scale for the Post of Management Assistant(Non Technical)

MA 1-1 - 2016 Rs. [27,910 - 10x300 - 7x350 - 4x495 - 20x660 - 48,540]

The applicable initial salary step of Rs. 22,126/= p.m. with an addition monthly matching allowance of Rs. 4092/= p.m. as per the Department of Management Services Circular No 02/2016. In addition to the above government approved allowances will be paid.

Selection for the Post of Management Assistant(Non Technical)

By a Written Competitive Examination and a Structured Interview.

(Subjects for the competitive examination and the marks allocated for each subject as follows)

- Language Proficiency (100 marks) (01 1/2 hours)
- Aptitude Test (100 marks) (45 minutes)
- General Knowledge (100 marks) (03hours)
- Computer Literacy (100 marks)(01 hour)

Candidates should secure at least 40% of the marks allocated for each subject and an aggregate of at least of 50% of the total marks to pass the competitive examination.

GENERAL CONDITIONS

- Every applicant should be a Sri Lankan citizen.
- Every applicant should be physically and mentally fit to discharge the duties of the post well and to serve in any part of the island.
- Every applicant should have an excellent character.
- The selected external candidates will be appointed on probation for a period of three (03) years from the date of assumption of duties. Internal candidates who are already confirmed will be subjected to an trial period of one year.
- Persons recruited externally will be placed on the initial salary step of the applicable salary scale and internally appointed persons will be placed in salary scale in terms of the provisions of the clause 4 of the chapter VII of the Establishment Code.

BENEFITS

- Medical benefits according to the prevailing rules of the Board.
- Provident Fund: the selected candidates will be required to contribute 10% of his/her salary to the Employees' Provident Fund. The Board will contribute 15%.
- The Board will contribute a further 3% of the Employee's salary to the Employees' Trust Fund.

APPLICATIONS

Applications should be made on prescribed forms obtainable from this officer or downloaded from our website www.pureceylontea.com and sent together with a copy of Birth certificate, copies of educational and professional qualifications and experience under registered cover indicating the post applied for on the top left hand corner of the envelope to reach the under mentioned address on or before **21st March 2018**.

Applicants presently employed in Govt. Departments / State Corporations / statutory Boards should send their applications through the Heads of the respective Departments / Institutions. Non conformity with this requirement may cause the rejection of such applications.

DIRECTOR GENERAL
SRI LANKA TEA BOARD
574, GALLE ROAD,
COLOMBO 03

8. Whether convicted of any criminal offences in a Court of Law? Yes / No.
If yes, give
a) Date :
b) Number of case :
c) Nature of conviction :
9. Job experience (Please list all posts held since leaving school or University with correct designations and the period of employment)

<u>Name of the Organization</u>	<u>Designation</u>	<u>Period</u>
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10. Any other particulars which you feel are relevant to the post applied for :

11. Names and Addresses & contact Telephone Nos. of two non related referees:

1. 2.

I do hereby certify that the particulars furnished by me in this application are true and accurate. I am also aware that if any particulars contained herein are found to be false and incorrect, I am liable to disqualification before selection and dismissal without any compensation if the inaccuracy is discovered after the appointment.

Date :

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Signature of Applicant

- Note:** a) Only certified copies of certificates should be attached.
b) If the applicant is an employee in the state service or of a statutory Board or State Corporation, the application should be forwarded through the Head of Department or respective such institute.

574, Galle Road, Colombo 03
Hotline : 2587814
