

**State Ministry of Paddy and Grains,  
Organic Food, Vegetables, Fruits, Chillies, Onion and Potato  
Cultivation Promotion, Seed Production and  
Advanced Technology Agriculture**



**Paddy Marketing Board**



**VACANCIES**

Applications are invited from applicants who fulfill the following qualifications for filling the Posts of Systems Administrator, Assistant Regional Manager and Management Assistant at the Paddy Marketing Board.

**Systems Administrator – (JM 1-1) (Grade II)**

**(a) Recruitment of External Applicants** (Should have fulfilled 1 or 2 or 3 or 4 or 5 qualification mentioned below)

1. Degree in a subject field relevant to the post in Computer Science / Information Technology / Systems Administration recognized by the University Grants Commission and should have obtained one (01) year's experience in a Government Department / Corporation / Board or Statutory / Commercial Establishment after obtaining the qualification.
2. Should have passed the Intermediate Examination of a recognized Chartered Professional Institution compatible to the subject field (Computer Science / Information Technology / Systems Administration) relevant to the post and should have obtained one (01) year's experience in the relevant subject field after passing the Examination.
3. Should have obtained a Proficiency Certificate of not less than N.V.Q. Level (07) Seven in Computer Science / Information Technology / Systems Administration issued by a Technical / Vocational Training Institute recognized by the Tertiary and Vocational Education Commission and should have obtained one (01) year's experience after obtaining the certificate.
4. Should have obtained a Proficiency Certificate of not less than N.V.Q. Level (06) Six in Computer Science / Information Technology / Systems Administration issued by a Technical / Vocational Training Institute recognized by the Tertiary and Vocational Education Commission  
And  
Should have obtained at least five (05) years' experience in the relevant field in Government, Government Corporation, Board, Statutory / Commercial Establishment after obtaining the Certificate.
5. Should have obtained a Proficiency Certificate of not less than N.V.Q. Level (05) Five in Computer Science / Information Technology / Systems Administration issued by a Technical / Vocational Training Institute recognized by the Tertiary and Vocational Education Commission  
And  
Should have obtained at least ten (10) years' experience in the relevant field in Government, Government Corporation, Board, Statutory / Commercial Establishment after obtaining the Certificate.

**(b) Recruitment of Internal Applicants** (Should have fulfilled 1 or 2 or 3 qualification mentioned below)

1. Should have fulfilled the qualification for External Applicants mentioned above.
2. Should have completed a satisfactory service period of at least five (05) years in a post in information technology field in Grade II of the Management Assistant – Non Technical (MA 1) Service Category.
3. Should have completed a satisfactory service period of at least five (05) years in a post in information technology field in Grade II of the Management Assistant – Technical (MA 2) Service Category.

**(c) Salary Scale** – JM 1-1 2016 – Rs. 42,600 – 10x755 – 18x1135 – Rs. 70,580

**(d) Age Limit** – Should be not less than 22 years and not more than 45 years. Maximum age limit will not be applicable to internal applicants

**Assistant Regional Manager – (MA-3) (Grade III)**

**(a) Educational Qualifications**

A degree obtained from a university recognized by the University Grants Commission

**(b) Other Qualifications**

Special attention would be focused on the good usage of English language and Computer proficiency and knowledge in the subjects of administration, management, accountancy, sales promotion and publicity

**(c) Salary Scale**

MA 3 – 2016 – Rs. 32,200 – 10x445 – 11x660 – 10x730 – 5x750 – Rs. 54,960

**(d) Age Limit**

Should be not less than 22 years and not more than 45 years. Maximum age limit will not be applicable to internal applicants

**Management Assistant – (MA 1-1) (Grade III)**

**(a) Recruitment of External Applicants**

- (1) Should have passed in six (06) subjects with credit passes for 04 subjects including Sinhala, Mathematics and English in not more than two sittings at the General Certificate of Education (Ordinary Level) Examination
- (2) Should have passed in three (03) subjects in one sitting at the General Certificate of Education (Advanced Level) Examination
- (3) Computer Proficiency and experience in the relevant field will be considered as special qualifications

**(b) Recruitment of Internal Applicants**

Employees of unskilled and skilled categories of the primary service category of the institution can apply for this post subject to the following terms.

- (a) Qualification (1) relevant to external applicants above will be applicable.
- (b) Should hold a permanent appointment in service and should have been confirmed in the appointment.
- (c) Should have completed a successful service period of at least five (05) years in permanent appointment immediately preceding the specified date.

**(c) Salary Scale**

MA 1-1 – 2016, Rs. 27910 – 10x300 – 07x350 – 04x495 – 20x660 – Rs. 48,540

**(d) Age Limit**

Should be not less than 18 years and not more than 45 years. Maximum age limit will not be applicable when recruiting through a limited competitive examination or by calling applications internally.

- These posts are permanent with entitlement to Employees Provident Fund and Employees Trust Fund.
- Should have fulfilled the basic qualifications as at the closing date of applications.
- Appointees will be placed in the initial steps of the salary scale and the other allowances approved by the government will be paid.
- Self prepared applications including the bio-data along with certified copies of Certificates of educational and professional qualifications and the information regarding non related referees should be sent by registered post addressed to **“Deputy General Manager (Administration), Paddy Marketing Board, 6th Floor, Housing Secretariat Building, Sir Chittampalam A. Gardiner Mawatha, Colombo 02”** to receive before **02.02.2021**.
- Name of the Post applying for should be mentioned on the left hand top corner of the envelope containing the application.
- Recruitments will be made based on the results of the structured interview.
- Canvassing regarding appointment / submission of false information will be a disqualification.
- Every applicant should be a citizen of Sri Lanka.
- Assistant Regional Managers recruited may have to serve attached to the service stations in the Northern / Eastern / Uva / North Central Provinces where the vacancies exist.
- Board of Directors of the Paddy Marketing Board reserves the right to take the final decision regarding these appointments.

**Chairman  
Paddy Marketing Board**